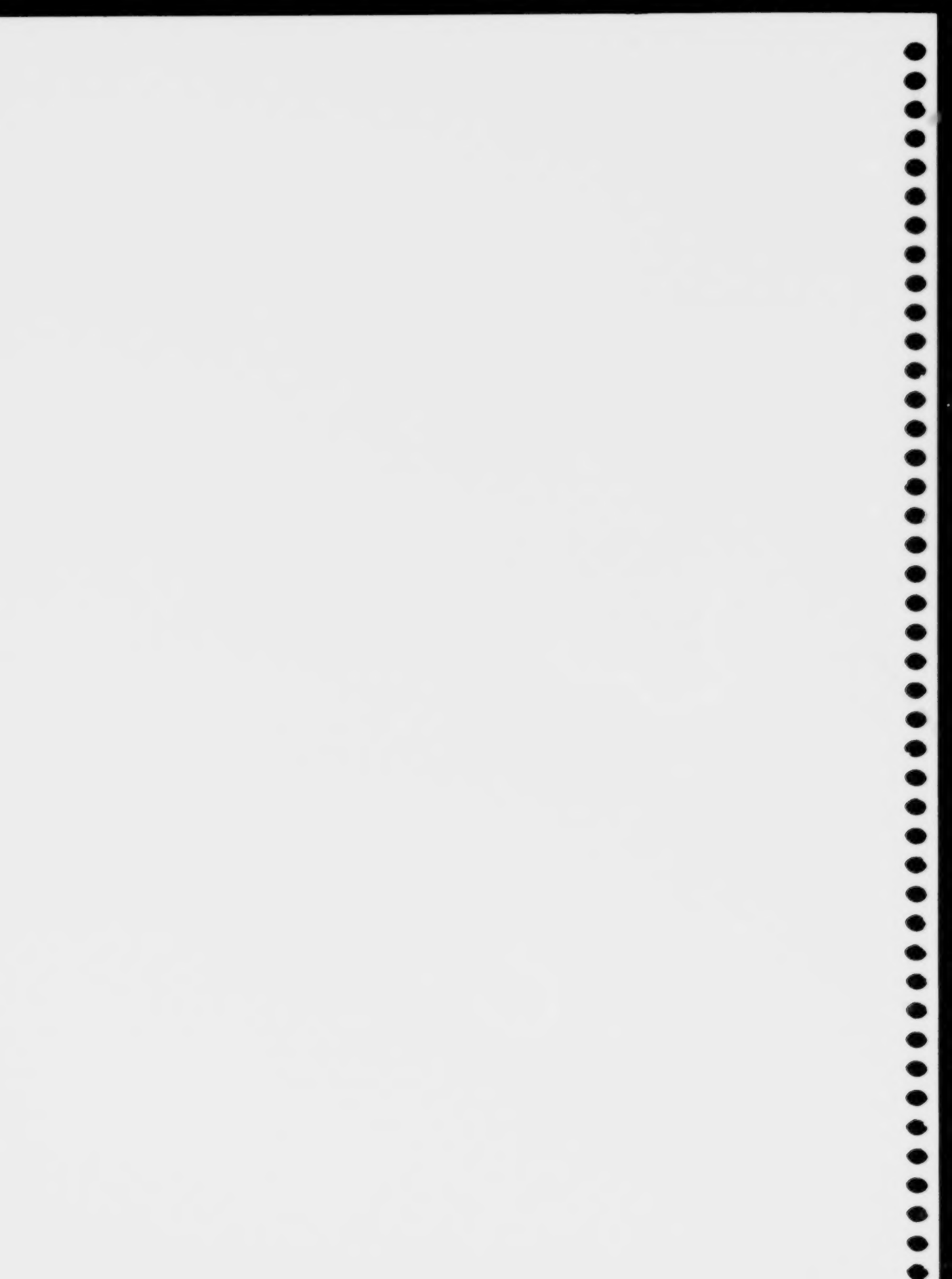




# Fire Statistics Reporting Manual



**FIRE STATISTICS  
REPORTING MANUAL  
(REVISED MARCH 2006)**





# TABLE OF CONTENTS

	Page
Introduction .....	i
Definitions .....	ix
Incident information .....	1
Municipality Where Incident Occurred .....	1
Incident Situation .....	1
Location of Fire Incident .....	3
Occupant .....	3
Owner .....	3
Vehicles/Appliances/Equipment .....	3
Dollar Loss .....	3
Casualties .....	3
Property Class .....	4
Alphabetical Listing .....	24
Major Occupancy .....	36
Area and Level of Origin .....	38 & 40
Height and Ground Floor Area .....	41
Extent of Fire/Damage .....	42
Person(s) Starting Fire Incident .....	43
Act or Omission .....	44
Circumstances Contributing to Outbreak of Fire (Examples of Coding) .....	47
Igniting Object (Source of Ignition) .....	48
Fuel or Energy .....	52
Material First Ignited .....	53
Form of Heat .....	56
Outside Fire Protection .....	57
Flame Spread Interior/Vertical .....	58
Flame Spread Horizontal/Smoke Spread Avenues .....	59
General Construction .....	60
Method of Construction .....	60
Year of Construction .....	60
Number of Occupants .....	61
Manual Fire Protection .....	62
Sprinkler Protection .....	62
Initial Detection .....	63
Fixed System Other Than Sprinklers .....	63
Performance of Automatic Extinguishing Equipment .....	63
Automatic Fire Detection System .....	64
Fire Detection Devices .....	64
Fire Service .....	65

## TABLE OF CONTENTS - CONTINUED

Transmission of Alarm to Fire Department.....	66
Response Time of First Vehicle .....	66
Action Taken.....	66
Method of Fire Control and Extinguishment .....	67
Mutual Aid .....	68
Temperature (Degrees Celsius) .....	69
Fire Department Information .....	70
General Information .....	70
Reporting Procedures .....	70
Sample – Fire Report MAFP 1244 (Previously CF-40) .....	72
Sample – Insurance Report MAFP 1243 (Previously CF-72).....	73
Occupant Report.....	74
Sample – Occupant Report MAFP 1295.....	75
Fire Casualties - Fire Casualty Report .....	76
Sample – Fire Casualty Report MAFP 1242 (Previously CF-42) .....	78
Smoke Detector/Alarm Report .....	79
Sample – Smoke Detector/Alarm Report MAFP 1245 (Previously CF-45).....	80
<b>Examples Illustrating Use of the Coding for Property Class and Major Occupancy .....</b>	<b>81</b>
<b>Frequently Asked Questions.....</b>	<b>82</b>
<b>Common Coding Errors .....</b>	<b>85</b>
<b>FERS Data Entry Guidelines .....</b>	<b>87</b>

## INTRODUCTION

The Fire Statistics Information System (FSIS) at the Fire Commissioner's Office of Alberta Municipal Affairs provides a common set of definitions and terminology for reporting fire incident and other fire protection data, together with a method for systematic data collection, quality control, processing, analysis, and the dissemination of fire statistics in a variety of formats to serve both internal and external client needs. Such a system forms the basis of a dependable body of facts essential for a knowledgeable and economical reduction in both the frequency and severity of fires in the province. Its usefulness extends beyond municipal and provincial to the national level, since it is based on a standard reporting format adopted across Canada.

The Fire Statistics Reporting Manual of the Alberta Fire Commissioner's Office contains information, instructions, definitions of variables and categories within variables with corresponding codes, which can be used to input fire incident information into the FSIS. This manual is the key to the system.

### Background

The Manual contains the information required for the reporting and recording of fires in order to meet the objectives at the national level, as determined by the Council of Canadian Fire Marshals and Fire Commissioners (CCFM & FC), and made available in a document titled, "*Canadian Code Structure on Fire Loss Statistics (CCS)*". The CCS is somewhat similar to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, developed by the National Fire Protection Association (NFPA) Technical Committee on Fire Reporting, which is used in the U.S. and a number of other countries. The National Fire Incident Reporting System (NFIRS) in the U.S., based on NFPA 901, provides the framework for a standard fire incident reporting format.

Prior to the existence of the CCS, only very limited fire loss data was collected, manually recorded and analyzed. In 1963, the Association of Canadian Fire Marshals and Fire Commissioners (ACFM & FC), together with the Canadian Association of Fire Chiefs (CAFC), gained consensus to move ahead with the development of the CCS and generic reports for the first time. The coding structure was deliberately designed so the codes could be computer analyzed. This meeting marked the formal acceptance of the CCS and the agreement by all provinces and territories on the objectives for collecting fire statistics, subsequent agreement on the definition of a fire and acceptance of the following statement:

*"Fire (loss) records should be maintained to provide (loss) data from which trends may be indicated to measure the effectiveness of fire prevention and fire protection measures presently in practice and to indicate those areas which may require further attention."*

Alberta adopted the original CCS in 1970 and implemented it in 1971. In 1977, a Joint Committee of the ACFM & FC and CAFC deleted the word "LOSS" from the accepted statement thus clearing the way for collecting data concerning "PROPERTY AND LIVES SAVED." In 1979, several other updates were done to the Alberta manual to address local conditions and to implement further changes in the CCS.

The most recent version of the CCS was accepted by the Council of Canadian Fire Marshals and Fire Commissioners (formerly ACFM & FC) in July of 2001. The Committee responsible for the revision of the CCS recommended its principles be adopted by all agencies responsible for the collection, tabulation and dissemination of fire statistics in Canada. It is understood that some agencies may require additional data to be recorded suited to the needs of their own area of jurisdiction and this can be added to the system. The latest revisions to the CCS were not very drastic. The major change is with the number of digits used to classify variables and categories within them. For example, in the variable "Property Class" the number of digits for individual categories was increased from three to four. This enables greater definition of the property involved in a fire. The same is true of "Source of Ignition," which changes from two to three-digit codes. In addition, some changes reflect technological changes within the fire protection and model code disciplines.

This edition of the Alberta Fire Statistics Reporting Manual has been revised to incorporate most of the recently approved CCS document. Conforming to this national coding structure, as has been done with previous editions, ensures that the data produced is compatible on a Canada wide basis. The Alberta Manual contains variables (data

elements) that provide a classification of property, a description of a specific structure prior to an incident, a description of the ignition sequence, including the area of origin of the fire; conditions found upon arrival, what action was taken; and fire growth and smoke spread. There are also variables for describing injuries or fatalities to both civilians and firefighters, the extent of damage, the weather parameters and the resources to control the incident.

The advent of powerful microcomputers and specific data base software has been a significant parallel development that has enlarged the capacity for data entry, validation and analysis of fire data. Beginning in 1990, the Fire Commissioner's Office implemented fire data analysis using microcomputers running Statistical Analysis Software (SAS). This change marked the beginning of a shift from mainframe computers to microcomputers, and subsequent development of a SAS-based fire data entry and validation system and the birth of the FSIS. The fire loss data in the FSIS dates back to 1971. As part of a continuous improvement strategy, the Fire Commissioner's Office will use Internet technology to establish a standard electronic reporting format for the entire province in 2002.

#### Benefits of a Fire Reporting System

At the local level, a fire department can derive many benefits, as outlined below, from a good fire incident reporting system. Many of these benefits and more can be derived also at the provincial and national level when data analysis is based on the combined fire experience of fire protection stakeholders in Alberta.

*Describing a community's fire problem:* It is possible to pinpoint where fires are occurring, what factors are most responsible for ignitions, and what casualties and damage are occurring as a result of fires. With the problem placed in proper perspective, the most serious and solvable aspects of the fire problem can be addressed first and the impact of those programs can be tracked.

The original data from reports, when combined and summarized, should provide meaningful information to the reporting fire departments and other agencies such as insurance companies. This should give them access to details that will help them make planning decisions to optimize the allocation and location of resources and encourage accurate input. When this kind of information is developed and used by local agencies, there is an automatic improvement both in accuracy and completeness in the collection of data and the ability of agencies to direct their resources.

A small fire department may have too few incidents to provide meaningful statistical trends on a local basis. Data combined from surrounding jurisdictions may show trends or allow regional planning. As the database grows, the company officer, the fire service manager, and the chief of the department will have increasingly better information to use in managing their local problem. Regional and national agencies can combine the data and create useful, broad-based information.

*Meeting data needs of clients:* The FSIS meets requests for fire loss data by municipal fire departments, insurance companies/insurance adjusters, researchers, the National Research Council, Human Resources Development Canada (previously the Office of the Dominion Fire Commissioner) for compilation of the "Fire Losses in Canada," annual report.

*Supporting budget requests:* Good statistics will put the fire problem in perspective with other municipal concerns and help community officials realize the consequences of budget cuts or the value of new programs for the fire department.

*Supporting code refinements:* A good database permits fire departments to identify and describe fires that might have developed differently or might not have occurred at all if certain code changes had been in place. Loss statistics from other areas with more stringent codes also can be used for comparison. Estimating the likely impact of a code change can involve complex analysis, however, and no incident data base can address all the subtleties of code impact.

The change to objective-based codes will produce a code with quantitative performance criteria. Anyone wishing to take advantage of performance-based design must be able to prove that their alternative solutions can meet the required performance criteria. This will require statistical information in order to determine these criteria, and more importantly, for the authorities having jurisdiction to be able to track and record problems. Without these statistics the true benefits of objective-based codes cannot be realized. It is believed that the objective-based codes will save billions of dollars a year, in over construction.

*Evaluating code enforcement programs:* It is not sufficient to have codes on the books if they are not properly enforced. In evaluating loss experience, it may be possible to see whether certain losses are occurring in occupancies not up to code, or without desired features, such as sprinkler systems.

*Evaluating public fire education programs:* Not all problems can be solved by establishing and enforcing codes. There are certain aspects of the fire problem that can best be controlled by public education programs that inform people of the dangers of fire and tell them how to reduce fires, and how to react when hazardous situations arise. It is important to know the exact problem that has to be addressed. Appropriate evaluation criteria must also be in place to measure whether an educational program is in fact helping to solve that aspect of the problem.

*Planning future fire protection needs:* Many communities and fire departments are becoming very active in planning and are developing master plans. It is essential that the fire service be involved in such planning. A good data base will allow a fire department to compute fire rates relative to population and building inventory, as well as monitor response times. These, with other characteristics of the community fire problem and planning, will support better fire protection in the future based on changing demography and planned community growth. It will also provide input to decisions about the type and level of fire protection a community will provide so that requirements can be established for developers who construct properties that exceed fire department capabilities.

*Improving allocation of resources:* Proper analysis of fire incident data may show where a redeployment of existing resources can provide the same level of protection or even improve the level of protection within a community.

*Scheduling non-emergency activities:* Training sessions, in-service inspections, and other activities are important aspects of a fire department's function. A fire department that tracks the times that fires occur and their severity can schedule these activities when they are least likely to be interrupted by emergency calls or when the normal delay caused by such activities will have the least impact on emergencies.

*Regulating product safety:* Particularly at the national and provincial levels, a fire reporting system can be useful in measuring the size and severity of problems associated with various types of consumer products. By identifying the most commonly involved products and the ways these products become involved in fire, this reporting system can help manufacturers redesign their products to make them safer, and it can prompt changes in standards and regulations to require safer products. The reported information also can be incorporated into public fire education programs to warn consumers of the dangers of using certain products.

*Support for fire engineering models:* Engineering models to design or evaluate fire protection depend upon the output of fire reporting systems to guide and calibrate the models.

*Support for fire engineering analysis:* Analysis of fire data can indicate those methods of fire defense that work best.

The success of the FSIS depends heavily on the commitment of reporting agencies. Any reporting system should be based on commitment of the entire fire service and the insurance industry; for lack of commitment may lead to inaccurate results. Training of personnel in the purposes, benefits, and procedures are critical to its success.

#### Terminology

*Variables:* A fire incident is described using variables (data elements) which are defined in the manual. Each variable can include a variety of different categories or values, each of which may be assigned a code (a number). For example, the variable Property Class has categories such as "one and two family dwelling (code = 3110)," "apartment (code = 3210)," "clothing store (code = 5210)."

The variables provide useful information for the local fire service and fire protection and fire service agencies at all levels of government, commercial and industrial concerns, other government agencies, researchers and insurance companies.

*Fire Report:* A fire report is the written documentation that a fire occurred. The fire report should include, at some level of detail, a time staged description of the circumstances related to the initiation, discovery, growth, and termination of the fire, along with a description of the casualties or the damage resulting from the incident. This report should be in the words of the Safety Codes Officer or insurance industry professional and must be complete, so persons who were not at the fire scene can understand what happened.

There are three basic purposes to a fire report at the local level. First, it is the legal record of the fact that the fire occurred and provides official notification to the Fire Commissioner's Office, which is required legally to know of the

incident. It reports facts about the particular property affected, why the fire occurred, how building components and fire protection devices performed, casualties or damage that resulted, and fire department action. Second, it provides information to senior officers and fire department managers so that they are kept informed about what is happening within their areas of responsibility. This allows them to evaluate the performance of their units at the incident and to talk intelligently about the incident to the media and others. Good information about a fire can motivate change in fire protection approaches in a community or even the nation. And finally, the report provides data on the fire problem to fire service management so they can track trends, gauge the effectiveness of fire prevention and fire suppression measures presently in practice, evaluate the impact of new methods, and indicate those areas that require further attention.

#### Report filling tips

**Report Completion:** The original report(s) should be completed by the person who gathered the data. It should reflect what was actually seen or done at the incident. To accurately describe the situation found, the standard report should be coded using the data element classifications in this manual, and a description can be written in the person's own words.

The reporting agency should establish in its administrative policy whether information gathered initially at the scene and included in reports is to be considered preliminary or final. Preliminary information is generally subject to updates and supplemental reports based on additional investigation. In this manner, the agency can clarify whether information in the report represents an initial determination or a final determination with respect to specific data. For example, the initial determination of how a fire started and dollar loss may be adjusted upon further investigation. By establishing a policy (or even providing for the collection of multiple data elements labeled "First" and "Final"), personnel will be encouraged to complete each report without concern for whether subsequently gathered information appears to contradict preliminary determinations.

**Updating the Report:** Data to update the report may become available from departmental sources such as a safety officer, fire investigator, or training officer. Other sources, such as hospital personnel and insurance adjusters, may also yield helpful data. In both cases an updated report should be filed. Information from these reports is also useful in keeping property information current.

It is recommended that as much detail be gathered as practical at the initial investigation of a fire, for it is very difficult to gather later.

**Please refer to the "Reporting Procedures" section starting on page 70 for further instructions on completing and submitting fire incident and related forms.**

#### Role of the Fire Commissioner's Office (FCO)

**Data Processing:** Once data has been received, it is processed into a record useful for legal, planning, management, research and public policy and program purposes. The first step involves checking the reports for accuracy and completeness and then aggregating information into a composite record.

The second step involves the creation of a file consisting of data from incident records.

The FCO has backup provisions to safeguard the data.

**Quality Control:** Once data have been recorded, they are checked for accuracy, clarity, consistency, and completeness. The FCO staff carries out a procedure of quality control screening and follow-up corrections. The reports are screened manually, in addition to the use of data validation software.

**Data Analysis:** The FCO will summarize and analyze the data into research reports, publications and the Fire Commissioner's Annual Statistical Report.

Please contact the Fire Commissioner's Office at (780) 427-8392 for guidance on any aspect of fire incident reporting.



### Data Reporting Responsibilities of a Fire Department

- Ensuring that all required data are recorded and submitted in a timely fashion
- Ensuring that all handwritten forms are properly completed and are legible
- Screening the reports for obvious errors, omissions, or conflicting data
- Following up with the appropriate personnel when necessary to obtain complete or corrected data
- Ensuring that any data entry that is to be automated is timely and correct
- Filing the complete report, if paper forms are used
- Updating the report and the files as new or additional information is received

The updating of incident reports as better information becomes available is often not done and is a major problem in the quality of information available. The lack of updates is especially common for fatal fires and large-loss fires, where the initial incident report is left incomplete pending an investigation, but does not get updated after the investigation is complete. Updating incident reports is a crucial element in a fire data system.

Detailed written procedures should be developed for the clerical personnel, outlining how they should perform each step in report compilation. These procedures should address such issues as how the reports are to be edited, processed, and filed, and within what time frame, and how they are to be corrected or updated.

It is important that everyone responsible for completing any portion of the report understand the procedure that the clerical staff uses and the schedule they are expected to follow in completing, correcting, and forwarding the data. Delays in submitting data will result in delays in assembling the complete report and in making it available for use.

Quality Control: An important aspect of any record-keeping function is ensuring the quality of the data collected. This starts with proper training, as discussed above.

All data should be edited as part of the process of compiling it into a master record. A trained clerical person can do this editing. At least periodically, a supervisor should spot-check a sample of the reports to ensure that they are completed properly. All reports with errors or omissions should be flagged and returned to the originator for correction or completion as appropriate. This procedure reinforces training because the individual will see where the mistakes are and thus may be able to avoid them in the future. If a person continues to make the same mistakes, special training or other action may be necessary to improve the quality of the reports submitted. Incomplete or poor reports waste time and defeat the whole purpose of collecting data.

It is important that supervisory personnel be involved in the quality control process on a regular basis. A computer can do certain editing tasks and force completion of a report, but it cannot check to see that the incident scene was interpreted correctly or that the report accurately reflects the incident. Nor can it determine if files are being updated properly as new information becomes available. Both of these tasks are as important to ensuring a quality data base as any other part of the process.

Setting Standards within the Department: The fire department should have certain standards that apply to all its record-keeping operations. Such standards will help make the data more uniform from report to report and application to application. Standardization aids all users of the data, makes analysis more accurate, and is essential if data is to be automated. Some areas where department standards should be developed include:

- Methods of entering the names of persons - first name first or last name first - on records
- Recording addresses of buildings with multiple or ambiguous addresses, as well as nonstructure locations, such as those on highways or at street intersections
- The common abbreviations that are acceptable to use

Please contact the Fire Commissioner's Office at (780) 427-8392 for guidance on any aspect of fire incident reporting.

FCO Head Office, Edmonton: 16<sup>th</sup> Floor, Commerce Place  
10155-102 Street NW  
Edmonton, AB T5J 4L4  
Phone: 780-427-8392  
Fax: 780-427-5898  
After Hours Emergency Number: 1-877-427-8393

Regional Offices At:

Calgary: c/o Calgary Fire Department  
4124-11 St. S.E.  
Calgary, AB T2G 3H2  
Phone: 403-287-4246  
Fax: 403-243-9947  
After Hours Emergency Number: 1-877-427-8393

Lethbridge: 360 Provincial Building  
200-5 Avenue S.  
Lethbridge, AB T1J 4C7  
Phone: 403-381-5483  
Fax: 403-382-4426  
After Hours Emergency Number: 1-877-427-8393

Peace River: Bag 900, Box 24  
9621-96 Avenue  
Peace River, AB T8S 1T4  
Phone: 780-624-6303  
Fax: 780-624-6552  
After Hours Emergency Number: 1-877-427-8393

Red Deer: 207 Provincial Building  
4920-51 Street  
Red Deer, AB T4N 6K8  
Phone: 403-340-4987 or 403-340-5162  
Fax: 403-340-5210  
After Hours Emergency Number: 1-877-427-8393







## DEFINITIONS

### FIRE

Any instance of destructive and uncontrolled burning, including explosion of combustible solids, liquids or gases. Fire does not include the following, except where they cause fire or occur as a consequence of fire:

- a. lightning or electrical discharge;
- b. explosions of steam boilers, hot water tanks or other pressure vessels due to internal pressure and not due to internal combustion;
- c. explosions of ammunition or other detonating material;
- d. accidents involving ship, aircraft or other vehicle;
- e. forest (that fall under the Forest & Prairie Protection Act & any Federal jurisdiction);
- f. grass or brush or rubbish except for harvestable products; and
- g. overheat condition.

NOTE: This definition restricts fire incidents to be reported nationally to those which cause deaths or injuries or which destroy or damage property having a value that may be expressed in terms of dollars. The system provides for the collection of information on losses such as brush fires, etc. that may be of use to local authorities. For the purpose of the exclusion in e. and f. above, forest, grass or brush fires are defined as free burning fires in wooded or open country where only natural elements are destroyed. Overheat is described as alteration of material by heat without self-sustained combustion. Removal of the heat source will stop the alteration process. It may also be described as the stage before ignition. Examples are: an overcooked roast in the oven, discolouration caused by hot metal on a kitchen counter, or a cigarette scar on a table or on a carpet.

### EXPOSURE FIRE

An exposure fire occurs as a direct consequence of a fire originating in either:

- a. a completely detached segregated building, structure or facility; or
- b. an outside open area.

**Separate reports are required for the originating fire and all exposure fires.**

NOTE: If a building fire ignites or damages a vehicle parked nearby, the vehicle fire becomes an exposure fire. If a building fire results from a vehicle collision, the building fire is classified as an exposure fire. If a vehicle is parked in the structure, it is not a separate fire but part of the contents. A fire in a garage attached to a residence is **NOT** a separate fire any more than the various stores in a shopping centre or various apartments in an apartment building. If a building fire results from the spread of a forest, brush or rubbish fire, the building fire is considered to be an exposure fire.

## FIRE DEATH & FIRE INJURY

Fire deaths and fire injuries shall be reported to the Fire Commissioner's Office on the applicable form. Fire deaths reported will be verified with those reported to the Vital Statistics Section of the Provincial Government.

NOTE: Deaths and Injuries are grouped as follows: Firefighters (F.F.) and Civilians – Men, Women, Youth (12-17 years of age) and Children (11 years of age and under).

### a. Fire Death (Civilian)

A person killed accidentally as a direct result of a fire or a person who dies from a fire injury within one year following the date on which the injury was sustained, providing the person was not a member of a fire department.

### b. Death Involving Fire

A person who was in a place where fire occurred, but who may have died from a cause other than the fire itself (e.g. a person who dies in an automobile accident where the vehicle catches fire prior to death, a suicide by burning or asphyxia, an incendiary fire set for the specific reason of killing).

NOTE: A person who dies from burns or asphyxia in a vehicle as a result of a collision is **NOT** considered a fire death. A person who dies by accident as a result of an incendiary fire is considered to be a fire death. When there is doubt about suicide or murder, the person shall be classified as a fire death.

### c. Fire Action Death (Firefighter)

A member of a fire department killed accidentally while in the process of fighting a fire or who dies from a fire action injury within one year following the date on which the injury was sustained.

NOTE: A firefighter killed as a result of an accident while en route to or returning from the scene of an actual fire or who dies from an injury received in such an accident, is considered to be a fire action death.

### d. Fire Injury (Civilian)

A person accidentally injured as a direct result of a fire unless this person is a member of a fire department. A person who suffers from smoke inhalation from an overheat condition where no actual fire occurred is **NOT** considered a casualty.

NOTE: The applicable interpretations above for fire death also apply to the fire injury.

### e. Fire Action Injury (Firefighter)

A member of a fire department accidentally injured while in the process of fighting a fire.

NOTE: A firefighter injured as a result of an accident while en route to or returning from the scene of an actual fire is considered a fire action injury.

### f. Type of Injuries

Fire injuries and fire action injuries fall under three categories.

- (1) Minor Injury – An injury that does not require hospitalization of over a 24-hour period or absence from work of not more than one full day.
- (2) Light Injury – An injury that requires admission to a hospital of over 24 but not more than 48 hours and/or absence from work for a period of two to fifteen days.
- (3) Serious Injury – An injury that requires admission to a hospital for a period of more than 48 hours and/or an absence from work for a period exceeding fifteen days.

### Property Loss by Fire

Cost of actual damages to property.

**NOTE:** Only direct losses from fire, smoke, gas, explosion, or damages associated with firefighting operations. This excludes loss of good will, loss of sales and other losses due to interruption of business or vacating of a home. In accordance with Canadian Insurance practices, damages and/or destruction of buildings and installed equipment are estimated and reported at actual replacement value. Fire chiefs must use the same criteria in estimating damages.





# **CODING SECTION**





### INCIDENT INFORMATION

Date and Time of Incident refers to the year, the month of the year, the date of the month, the day of the week, and hour of the day, and should be coded as indicated in subsections below.

If the Date and Time of Incident is unknown, code either as 9 or 99, whichever is applicable.

Year		
Year:	xxxx	Use actual year.
Month of Year		
Month of year:	Jan-Dec	Use January as Jan.
Date of Month		
Date of month:	01-31	Use date.
	99	Date of month unknown.
Day of Week		
Day of week:	1-7	Use Sunday as 1.
	9	Day of week unknown.
Time		
Hour/Minute of day:	0000-2359	Use the exact hour and based on the 24-hour clock.
	9999	Hour of day/minute unknown.

### MUNICIPALITY WHERE INCIDENT OCCURRED

Enter the

- a. County/Municipal District (MD)/ Improvement District (ID)/Special Area (SA)
- b. City/Town/Village/Community

### INCIDENT SITUATION

Incident Situation refers to the situation that gave rise to the emergency condition. Whereas in most cases the incident will be a fire, fire departments are called for a large number of other emergencies, which should be coded in the "Incident Code" box on the Fire Report or Insurance Report, according to one of the classifications listed below.

#### CODES:

- 10 Fire
- 11 No Alarm Fire - not responded to by fire department
- 12 Rubbish or grass fire (no dollar loss)
- 20 Explosion - no fire
- 21 Rupture - steam pipe
- 22 Rupture - boiler
- 23 Rupture - water pipes
- 24 Rupture - gas pipes
- 30 Rescue - miscellaneous
- 31 Vehicle Accident
- 32 Building Collapse
- 33 Industrial Accident
- 34 Home Accident
- 35 Resuscitation Call - respiratory emergency
- 36 Resuscitation Call - heart attack
- 37 Resuscitation Call - miscellaneous
- 38 Resuscitation Call - dead on arrival
- 39 Resuscitation Call - other than listed

- 40 Public Hazard - gasoline or fuel wash down
- 41 Public Hazard - gasoline or fuel spill (standby situation)
- 42 Public Hazard - toxic chemical spill
- 43 Public Hazard - power line down
- 44 Public Hazard - radiation leak
- 45 Public hazard - bomb removal (standby situation)
- 46 Public Hazard - hazardous object removed
- 49 Public Hazard - miscellaneous
  
- 50 Gas Leak - natural gas
- 51 Gas Leak - propane
- 52 Gas Leak - refrigeration
- 53 Gas leak - response to carbon monoxide detector alarm
- 59 Gas Leak - miscellaneous
  
- 60 Public Service - citizens locked in or out
- 61 Public Service - citizens trapped in elevators
- 62 Public Service - first-aid
- 63 Public Service - assist police or other agency
- 69 Public Service - miscellaneous
  
- 70 Alarm No Fire - accidental miscellaneous
- 71 Alarm No Fire - smoke or steam mistaken
- 72 Alarm No Fire - sprinkler surge or discharge
- 73 Alarm No Fire - detector activated
- 74 Alarm No Fire - fumigation
- 75 Alarm No Fire - unknown odours investigated
- 79 Alarm No Fire - miscellaneous
  
- 80 False Alarm - telephone
- 81 False Alarm - municipal alarm system
- 82 False Alarm - internal or local alarm system
- 83 False Alarm - verbal report to fire station
- 89 False Alarm - miscellaneous
  
- 90 Incident Situation Unclassified

## LOCATION OF FIRE INCIDENT

Data may be captured by recording such information as:

Street addresses with postal code and/or Twp., Range and Meridian with postal code.

## OCCUPANT

Use this heading for recording:

1. Occupants other than the owner.

In the case of a fire in any multiple-occupancy building (i.e. apartment building or strip mall), the owner of the building would go on the Fire Report – MAFP 1244 and information on occupants other than the owner would go in on a separate Occupant Report – MAFP 1295.

2. Personal property/content loss, even though the premises are not occupied by the "occupant".

Example: a person may have personal property lost in a fire involving premises that are not occupied by insured. (i.e. a fur coat stored in a fur vault or a camera destroyed in a fire while in a repair shop.)

Enter occupant's surname and given name. Indicate in the box provided whether or not property lost by occupant is insured. Enter "same address" if occupant lives at location of fire. If this is the occupant's business place, enter the occupant's home address.

If there are additional person(s) with losses, an Occupant Report must be completed for each person.

## OWNER

Enter surname, given name and address. Indicate in the box provided whether or not property lost by owner is insured.

## VEHICLES/APPLIANCES/EQUIPMENT

Use this heading if loss is to a vehicle, electrical appliance, etc. Complete this information where available.

## DOLLAR LOSS

Loss shall be recorded as the estimate of the damage caused by the fire. The loss includes damage to property and contents. **Such loss shall not exceed the cost of repair and replacement on a like kind and quality basis.**

Loss shall **ONLY** include direct loss caused by fire, including salvage, but not indirect loss due to "use and occupancy", business interruption, or firefighting costs.

Car or truck fires, machinery fires, etc., should be classed under "Buildings", unless contained within a building, in which case they would then form part of "Contents".

For purposes of recording this information, record the amount in dollars.

## CASUALTIES

Indicate the number of firefighters, men, women, youth and/or children injured or killed in the fire incident. Also enter the total number of injuries and/or deaths. (See definition of death and injury in the "Definitions" section)

A Fire Casualty Report (Form MAFP 1242) is required to be submitted for each injury or death.

## PERSON(S) STARTING FIRE

Please refer to page 43 for instructions.

## PROPERTY DESCRIPTION

Property Description contains two sections which are intended to be used together to describe where fires occur.

A restaurant fire in a hotel or a clothing store fire in a shopping plaza are examples which reflect the need to capture two elements of information. If only hotel information is collected, the restaurant data will be lost. Similarly, if only shopping plaza data is collected then clothing store information is lost. The use of two code sections will allow the user to capture both hotel and restaurants in the first example and clothing store and shopping plaza in the second example.

Major Occupancy refers to the hotel and the shopping plaza in the above examples while Property Classification refers to the restaurant and the department (clothing) store.

## PROPERTY CLASSIFICATION

The term "property" under this classification denotes the type of use made of the area within a building, structure or other facility where the fire occurred. If two or more properties within a building, structure or other facility are involved in a fire, code the property where the fire originated. The tabulation of the fire loss data using Property Classification will reveal the risk factors associated with the different types of properties.

### 1000 ASSEMBLY

Property for the gathering of persons for civic, political, travel, religious, social education or recreational purposes. Such property is characterized by the presence or potential presence of crowds, with attendant panic hazard.

#### 1100 THEATRE, STUDIO, AUDITORIUM

- 1110 Theatre, Legitimate – includes combined live and movie
- 1120 Theatre, Motion Picture – excludes drive-in theatre
- 1130 Theatre, Drive-in Motion Picture
- 1140 Auditorium, Concert Hall
- 1150 Radio, Television Studio
- 1160 Motion, Picture Studio – excludes film processing
- 1190 Theatre, Studio, Auditorium – unclassified or unknown

#### 1200 AMUSEMENT, RECREATION PLACE (EXCLUDING SOCIAL, SPORT CLUBS)

- 1210 Bowling Alley
- 1220 Billiard Centre, Pool Hall
- 1230 Outdoor Ice Rink – includes shelters
- 1240 Amusement Centre – includes amusement hall
  - Includes amusement hall, such as shooting gallery, video arcade, bingo hall, casino, exhibition stand, fair stand, dance studio. Excludes bowling establishment, billiard centre classified under 1210 and 1220 respectively.
- 1250 Swimming Facility
- 1260 Ballroom, Gymnasium – includes dance hall, community hall
- 1270 Exhibition Hall, Exposition Hall
  - Includes general use large open hall without fixed seating facilities, armoury.
- 1280 Arena, Indoor Ice Rink, Curling Rink, Stadium, Amusement/Entertainment Tent
- 1290 Amusement, Recreation Place – unclassified or unknown

#### 1300 SCHOOL, COLLEGE, UNIVERSITY

When a school, college or university building also contains dormitories and other residential occupancies, classify under Group 3600.

- 1310 School Nursery, Kindergarten, Pre-school, Pre-kindergarten - associated with an educational institute
- 1320 Elementary School – includes combined kindergarten/elementary
- 1330 High School – includes combined high/elementary
  - Includes combined senior, intermediate and junior high; and combined high/elementary.

- 1340 Junior High School – includes combined elementary/junior high
- 1350 Industrial Trade School, Technical School
- 1360 Business Secretarial, Commercial School
- 1370 Rehabilitation School – attendance by choice
- 1380 College, University
- 1390 School, College, University – unclassified or unknown

1400 CHURCH, FUNERAL PARLOUR

- 1410 Church, Chapel
- 1430 Church Hall – includes hall for fellowship meetings  
Includes halls for fellowship meeting and offices, kitchens and classrooms contained within the structure.
- 1440 Funeral Parlour – includes crematorium and undertaking premises
- 1490 Church, Funeral Parlour – unclassified or unknown

1500 SOCIAL, SPORTS CLUB

- 1510 Club in Physical Recreation Complex  
Includes city club facilities without sleeping accommodation, such as athletic, lodge, social, steam bathing, health, boys and girls clubs. If sleeping accommodations are present, classify under Group 3000.
- 1520 Country Club – includes golf, tennis clubs  
Includes country club facilities such as golf, tennis, rifle, hunting, fishing, beach and riding clubs.
- 1530 Yacht Club – excludes marina and boat mooring  
Includes boating and club facilities. Excludes marina and boat mooring, repairing and refuelling facilities classified under 7850, 6820 and 5770, respectively.
- 1590 Social, Sports Club – unclassified or unknown

1600 LIBRARY, MUSEUM, ART GALLERY

- 1610 Library
- 1620 Museum – exclude if contained in a historic building (1640)
- 1630 Art Gallery
- 1640 Historic Building
- 1650 Monument, Memorial Building
- 1690 Library, Museum, Art Gallery – unclassified or unknown

1700 FOOD OR BEVERAGE ESTABLISHMENT

Excludes establishment serving food or beverages for consumption off the premises classified under Group 5100.

- 1710 Restaurant  
Includes eating places specializing in food primarily for consumption on the premises, such as cafeteria, café, diner with tables or automatic service. (Excludes delicatessen coded under 5160).
- 1720 Nightclub  
Includes places specializing in food and drink, but may have dancing or entertainment, and key clubs and supper clubs.
- 1730 Tavern – may supply food as a minor supplement only  
Includes places specializing in the sale of alcoholic beverages for consumption primarily on premises, with food as a minor supplement only.
- 1740 Lunchroom, Drive-In Restaurant  
Includes places specializing in quick service for food, or beverages, such as lunch counter, drive-in food or beverage establishment.
- 1790 Food or Beverage Establishment – unclassified or unknown

1800 PASSENGER TERMINAL, STATION

Includes incidental freight handling.

- 1810 Airport Passenger Terminal
- 1820 Heliport, Helistop Passenger Terminal
- 1830 Bus Terminal – includes terminal for airlines, limousine  
Includes terminal for airlines, limousine and downtown airline terminal building.
- 1840 Railway Station
- 1850 Subway Station
- 1860 Elevated Station
- 1870 Marine Passenger Terminal
- 1890 Passenger Terminal, Station – unclassified or unknown

1900 MISCELLANEOUS

- 1910 Court Room
- 1920 Legislative Hall
- 1990 Assemblies Miscellaneous – unclassified or unknown

**2000 INSTITUTIONAL**

Property for medical treatment, for care of persons suffering from illness, disease or infirmity, for the care of children and for the care of convalescents or aged persons and for penal or corrective purposes. Institutional buildings ordinarily provide sleeping facilities for the occupants, and are principally used by persons whose actions are supervised or restrained.

2100 PENITENTIARY, CORRECTIONAL FACILITY, REFORMATORY

- 2110 Penitentiary, Federal – in cell blocks
- 2120 Penitentiary, Federal – outside of cell blocks
- 2130 Correctional Facility (Provincial/Territorial/Municipal)
- 2140 Reformatory, Juvenile Detention Home
- 2150 Detention Facility (includes Remand Centre or Gaol – excluding Police Station)
- 2160 Vocational Rehabilitation Centre – attendance by direction
- 2170 Police Station – building with lock-up facility (Police Station without lock up facility code under 4120).
- 2190 Penitentiary, Correctional Facility, Reformatory – unclassified or unknown

2200 HOME FOR AGED

- 2210 Home for Aged – with nursing staff
- 2220 Home for Aged – without nursing staff
- 2290 Home for Aged – unclassified or unknown

2300 COMMUNITY CARE FACILITY

- 2310 Orphanage/Group home/Foster home (more than 10)
- 2320 Orphanage/Group home/Foster home (5 - 10)
- 2330 Care of Pre-school Age Children
- 2340 Care of Pre-school and school aged children
- 2350 Long term residential care of persons with intellectual, physical or multiple disabilities (excluding Home for Aged, see Group 2200).
- 2390 Community Care Facility – unclassified or unknown

2400 MEDICAL FACILITIES

- 2410 Hospital – general
- 2420 Nursing or Convalescent Home or Long-term health care facility
- 2430 Institution for the Blind, Deaf or Dumb
- 2440 Mental Hospital  
Used solely for treatment of mental patients, otherwise classify under 2410.

- 2450 Clinic – excludes medical office building classified under 4140
- 2460 Child-Care Hospital – used solely for the treatment of children
- 2490 Medical Facilities – unclassified or unknown

2900 MISCELLANEOUS INSTITUTIONAL

- 2910 Shelter for Displaced Persons
- 2915 Shelter for Abused Spouses (may include children)
- 2920 Halfway/Transitional house (reintroduction of persons into general population)
- 2921 Halfway/Transitional house – Correctional
- 2922 Halfway/Transitional house – Medical
- 2990 Institutional Occupancies – unclassified or unknown

3000 RESIDENTIAL

Property in which sleeping accommodation is provided for normal residential purposes. Includes all buildings designed to provide sleeping accommodation except those classified under institutional. Subdivisions in this category are divided according to life hazard potential. Names and legal definitions may be different from those given here, but the categories have a significant difference from a fire and life protection standpoint. Properties to be classified by actual use and not by what the property owner calls them. Thus a "motel" on a sign may be a hotel, an apartment, or a rooming house, depending upon the use.

3100 ONE & TWO-FAMILY DWELLINGS

Private dwelling occupied by members of one or two families with rooms rented to not more than three outsiders. If a business or other occupancy is contained in the building, classify under 3210. Parking garages for one and two family dwellings whether attached, detached, are classified under 7810.

- 3110 Year-Round Use Dwelling – 1-family
- 3120 Seasonal Use Dwelling – in season, 1-family  
Includes summer cottage.
- 3130 Seasonal-Use Dwelling – off season, 1-family
- 3140 Year-Round Use Dwelling – 2-family
- 3150 Seasonal Use Dwelling – in season, 2-family
- 3160 Seasonal Use Dwelling – off season, 2-family
- 3170 Farm Dwelling – 1-family
- 3180 Farm Dwelling – 2-family
- 3190 One & Two-Family Dwelling – unclassified or unknown

3200 APARTMENT, TENEMENT, FLAT, TOWNHOUSE, CONDOMINIUM

Property providing living quarters for families living independent of each other with independent cooking facilities, whether designated as apartment houses, tenements, garden apartments, townhouses, row houses, or by other names. Apartment hotels shall be classified under Group 3400 because they are potentially subject to transient occupancy like that of hotels. Garage complex shall be referenced under 7820.

- 3210 Apartment, Tenement, Flat – 1 to 4 units with business
- 3220 Apartment, Tenement, Flat – 1 to 4 units without business
- 3230 Apartment, Tenement, Flat – 5 to 20 units with business
- 3240 Apartment, Tenement, Flat – 5 to 20 units without business
- 3250 Apartment, Tenement, Flat – over 20 units with or w/o business
- 3290 Apartment, Tenement, Flat – unclassified or unknown

3300 ROOMING, BOARDING, LODGING HOUSE, HOSTEL

Residential property under one management as a single housekeeping unit (the owner's primary place of residence) without separate cooking facilities or amenities (laundry, washrooms, etc.) where separate sleeping rooms are rented to persons, either on a permanent or transient basis, and includes "Home Hotels", "Bed and Breakfast" facilities, and "Vacation Farms". If rooms are not within the same building and a shared part of the owner's primary residence, code under Group 3400 or Group 3500.



- 3310 Rooming, Boarding, Lodging House – less than 10 persons
- 3390 Rooming, Boarding, Lodging House – unclassified or unknown

3400 HOTEL, INN, LODGE (INTERIOR ENTRY ONLY TO INDIVIDUAL UNITS)

Property under one management in which there is sleeping accommodation for more than 10 persons, primarily used by transients who are lodged with or without meals, whether designated as a hotel, inn, club or other similar occupancy. Apartment hotels shall be classified as hotels because they are potentially subject to transient occupancy like that of hotels. For buildings with exterior entry to all individual units, and with a maximum of 4 storeys, classify under Group 3500. For less than 10 persons, classify under Group 3300.

- 3410 Hotel, Inn, Lodge – year round use
- 3420 Hotel, Inn, Lodge – seasonal use, in season
- 3430 Hotel, Inn, Lodge – seasonal use, off season
- 3440 Hotel, Inn, Lodge – hostels
- 3490 Hotel, Inn, Lodge – unclassified or unknown

3500 MOTOR HOTEL, MOTEL (EXTERIOR ENTRY ONLY TO ALL INDIVIDUAL UNITS)

Property or group of buildings under one management of 4 storeys or less, with direct exterior entry to each unit and no interior entry, primarily used by transients who are lodged with or without meals, whether designated as a hotel, inn, club, motel, tourist cabin, or any other related occupancy.

- 3510 Motor Hotel, Motel – fewer than 3 units, includes tourist cabin
- 3520 Motor Hotel, Motel – 3 to 20 units
- 3530 Motor Hotel, Motel – over 20 units
- 3590 Motor Hotel, Motel – unclassified or unknown

3600 DORMITORY

Building where sleeping accommodation is provided over an extended period for persons not members of the same family group, in one room or in a series of closely associated rooms under joint occupancy and single management, with or without meals.

- 3610 School, College or University Dormitory
- 3620 Sorority or Social Club, Fraternity
- 3630 Nurses' Residence
- 3640 Military Barracks
- 3650 Convent, Monastery or Other Religious Dormitories
- 3660 Bunkhouse & Workers' Barracks
- 3690 Dormitory – unclassified or unknown

3700 MOBILE HOME, MOBILE ACCOMODATION, TRAILER

A mobile home is a mobile structure designed as a semi-permanent family unit. A travel trailer is a mobile unit designed as a temporary family unit. A camping trailer is a collapsible mobile unit designed as a temporary unit. A motor home is a mobile family unit, permanent or temporary, containing its own motive power.

- 3710 Mobile Home – 1 or 2 family units
- 3720 Houseboat
- 3730 Travel Trailer
- 3740 Camping Trailer, includes Tent Trailer
- 3750 Motor Home, includes Camperized Van
- 3760 Truck With Camper
- 3770 Tents
- 3780 Float Home (Without Self-Propulsion)
- 3790 Mobile Home, Trailer – unclassified or unknown



3800 CAMP/RETREATS – SEASONAL USE  
(Note: Year round use code under 3000 series)

- 3810 Single Cabins
- 3820 Individual rooms/Dormitories
- 3890 Camps/Retreats – unclassified or unknown

3900 MISCELLANEOUS – RESIDENTIAL

- 3910 Childrens' Play House
- 3990 Residential Miscellaneous – unclassified or unknown

4000 BUSINESS & PERSONAL SERVICE

Business and personal service means the occupancy or use of a building or part thereof for the transaction of business or the rendering or receiving of professional or personal services.

4100 OFFICE

- 4110 General Business Office – excludes Post Office
- 4120 Civic, Federal or Provincial Government Office  
Includes local and county government offices and Police Stations without lock-up.  
Excludes Post Office classified under 4170.
- 4130 Bank
- 4140 Medical, Health, Research or Scientific Office – excludes lab  
Excludes laboratory classified under Group 9100.
- 4150 Engineering, Architectural & Technical Office  
Includes permanent office building of contractor.
- 4160 Mailing, Photocopy Company Office  
Includes duplicating, blue-printing, photostating, addressing, mailing or stenographic services, compiling and selling classified mailing lists.
- 4170 Post Office – excludes mail boxes, general administrative office  
Includes all postal handling facilities.  
Excludes mail boxes classified under Group 8160. Excludes general administrative office building of postal department classified under 4120.
- 4180 Document Centre, Record Repository – includes Archives
- 4190 Office – unclassified or unknown

4200 PERSONAL SERVICE

- 4210 Barber or Hairdressing establishment
- 4220 Beauty Parlour
- 4230 Tanning Salon
- 4240 Massage Parlour
- 4290 Personal Service – unclassified or unknown

4300 ELECTRONIC EQUIPMENT

- 4310 Computer, Electronic Data Processing Centre
- 4320 Electronic Data Records Storage
- 4330 Electronic Equipment – Service and Repair Shop
- 4390 Electronic Equipment – unclassified or unknown

4900 MISCELLANEOUS – BUSINESS & PERSONAL SERVICES

- 4990 Business & Personal Services – unclassified or unknown

## **5000 MERCANTILE**

Mercantile property means the occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.

### **5100 FOOD, BEVERAGE SALE**

Sale of food and beverages for consumption off the premises. The sale of food and drinks for consumption on the premises is classified under Group 1700.

- 5110 Supermarket – 1000m<sup>2</sup> and over  
Store selling a broad line of food items and some non-food items and covering 1000m<sup>2</sup> or over in total area.
- 5120 Market, Grocery Stores – less than 1000m<sup>2</sup>  
Store selling a broad line of food items and some non-food items and covering less than 1000m<sup>2</sup> in area.
- 5130 Specialty Food Store  
Store specializing in a few basic food items with supplementary items for customer convenience, includes meat, fish, candy, bakery, gourmet shop, health foods and roadside farm produce stand and counter.
- 5140 Liquor, Beverage Store
- 5150 Creamery, Dairy Store
- 5160 Delicatessen  
Store for sale of prepared food mainly for consumption off the premises. Excludes drive-in which is classified under 1740.
- 5170 Mobile Food Vendors  
Includes ice cream store/stand/vendor, coffee vendors, hot dog stand, popcorn stand.
- 5190 Food, Beverage Sale – unclassified or unknown

### **5200 TEXTILE, WEARING APPAREL SALE**

- 5210 Clothing Store, Sale of Wearing Apparel – new, used clothing for sale or rental.  
New, used or clothing rental shops. Includes sale of accessories where incidental to clothing. Excludes shoe store or fur store classified under 5220 and 5250 respectively.
- 5220 Clothing Accessories, Shoe Store – includes sales of ties, shoes  
Includes sales of ties, shoes, hats and related items when not in clothing store (5210).
- 5250 Fur Store – excludes stores with a broad line of goods  
Excludes fur departments or stores with a broad line of goods classified under 5810 and the storage of fur garments classified under 7280.
- 5260 Fabrics Store – includes sales of yard goods and piece goods
- 5290 Textile, Wearing Apparel Sale – unclassified or unknown

### **5300 FURNITURE, APPLIANCE, ELECTRONIC EQUIPMENT, HARDWARE (SALES OR RENTAL)**

- 5310 Furniture Store – includes sales of large non-desktop equipment  
Includes sales of all new and used furniture, office furniture and large non-desktop type equipment, such as water coolers.  
Excludes furniture departments of large multi-departmental store which is classified under 5810 and office supply and desk-top office equipment sales classified under 5410.
- 5320 Appliance Store – includes associated repair department  
Excludes appliance repair shop without sales classified under 5620.
- 5330 Hardware Store
- 5340 Music Store
- 5350 Wallpaper, Paint Store
- 5360 Rug, Floor Covering Store
- 5370 Electronic Equipment – including computers/software
- 5380 Video Rental Store
- 5390 Furniture, Appliance, Electronic Equipment, Hardware (Sales or Rental) – unclassified or unknown

### **5400 BOOKS, NEWSPAPERS, DRUGS, JEWELLERY, SPECIALTY SALES**

- 5410 Book, Stationery store – includes desktop equipment sales

- Includes new and used books, office supplies and desktop equipment.
- 5420 Newsstand, Tobacco Shop
- 5430 Drug Store – excludes drug store without pharmacist (5820)  
Includes drug store with pharmacist on duty usually during operating hours.
- 5440 Jewellery Store – includes repair shops and associated gift sales
- 5450 Gift Shop – excludes jewellery and watch repair (5440)
- 5460 Leather Goods Shop – excludes shoes (5220)
- 5470 Florist Shop, Greenhouse, Nursery
- 5480 Optical Goods Sales (includes with or without optometrist)
- 5490 Books, Newspapers, Drugs, Jewellery, Specialty Sales – unclassified or unknown

#### 5500 RECREATION, HOBBY SUPPLIES

- 5510 Hobby, Toy Shop – excludes sporting, photographic (5520 and 5530)
- 5520 Sporting Goods, Bicycle Sales & Repair – excludes sportswear (5210)  
Includes sale of firearms, ammunition and tents. Excludes sportswear shop which is classified under 5210.
- 5530 Photographic Supply Sales, Still Picture Studio  
Includes incidental processing. Excludes plant processing of films classified under 6970.
- 5540 Garden Supply Store
- 5550 Lumber, Retail Sales – excludes lumber yards  
Includes lumber distribution centres often of the supermarket type, with sale of related home repair supplies.  
Excludes lumber yards used principally for storage which are classified under 7510.
- 5560 Pet Store, Animal Hospital – includes kennels
- 5570 Art Supply Sales
- 5580 Fire Works Sales – includes temporary and permanent locations
- 5590 Recreation, Hobby Supplies – unclassified or unknown

#### 5600 REPAIR SHOP, LAUNDRY, DRY CLEANER

- 5610 Furniture, Upholstery Repair Without Sales
- 5620 Appliance Repair Shop – excludes repair with sales (5320)
- 5630 Laundry – self-serve
- 5640 Laundry, Dry Cleaner – processing off premises  
Includes shops for the pick-up and drop off of laundry and dry cleaning with little or no processing on the premises. If processing is done on the premises, classify under 6960.
- 5650 Shoe Repair Shop
- 5660 Home Maintenance Service
- 5670 General Maintenance Shop
- 5680 Tailor, Dressmaking Shop
- 5690 Repair Shop, Laundry, Dry Cleaner – unclassified or unknown

#### 5700 MOTOR VEHICLES, BOATS, SALES & SERVICE

- 5710 Public Service Station – excludes marine service (5770)  
Includes fuel service facilities such as gasoline, diesel fuel and LP gas dispensing with associated lubrication and facilities. Excludes marine service stations classified under 5770.
- 5711 Self-serve without attendant (includes Commercial Card Lock)
- 5712 Self-serve with attendant
- 5713 Full Service – Attendant on Duty
- 5720 Private Service Station  
Includes private or fleet vehicle refuelling where an employee fuels vehicle himself, such as transit company garages, trucking company yards or farms.
- 5730 Motor Vehicle Repair Garage, Vehicle Paint Shop - excludes car wash (5780) and powder coating shop (6330).
- 5740 Motor Vehicle & Trailer Sales – includes farm implements
- 5750 Motor Vehicle Accessory Sales
- 5760 Boat, Pleasure Craft Sales – excludes marinas or boat repair yard  
Excludes marinas or boat repair yards classified under 7850 and 6820 respectively.
- 5770 Marine Service Station, Refuelling Station

- 5780 Car Wash Facility
- 5790 Motor Vehicles, Boats, Sales & Service – unclassified or unknown

#### 5800 DEPARTMENT, VARIETY STORE

Stores selling a wide range of items.

- 5810 Department Store With Furniture Department  
Department stores have many separate lines of goods, but to be classified here, the store must have a furniture department.
- 5820 Small Variety Store – under 1000m<sup>2</sup>, no furniture department  
Includes stores of 1000m<sup>2</sup> or less in area with a wide range of goods but no furniture department, "drug store" without a pharmacist, second hand or surplus stores.
- 5830 Large Variety Store – 1000m<sup>2</sup> or over, no furniture department  
Includes stores of 1000m<sup>2</sup> or over in area with a wide range of goods, but no furniture department.
- 5840 Mail Order Store, Catalogue Store – includes display areas  
Includes display areas regardless of size. Classify under 5810 when the mail order section is a small section of a large store.
- 5850 Mall - includes only the public area common to the multi-store facility
- 5890 Department, Variety Store – unclassified or unknown

#### 5900 MISCELLANEOUS

- 5910 Professional Supply Sales  
Includes sales of stethoscopes, hospital supplies, special tools, engineering instruments, and other professional supplies.
- 5920 Trade Supply Sales  
Includes sale of machinist supplies, plumber's tools, carpentry equipment.
- 5930 Builder's Supply Sales
- 5940 Restaurant Supplies & Services
- 5990 Mercantile Miscellaneous – unclassified or unknown

#### **6000 INDUSTRIAL MANUFACTURING PROPERTIES**

Property where raw materials are transformed into new products and the assembly of component parts of manufactured products is considered industrial except in cases where the activity is obviously more appropriately classified elsewhere, such as processing, assembling, mixing, packaging, finishing or decorating, repairing, and similar operations are included. Storage operations concerned with Commercial & Industrial Manufacturing Properties are included in Group 7000.

#### 6100 CHEMICAL, PETROLEUM, PAINT, PLASTIC – MANUFACTURING/PROCESSING

- 6110 Basic Industrial Chemicals – excludes all monomers and plastics  
Includes industrial gases.
- 6120 Hazardous Chemicals – includes explosives, hazardous monomers  
Includes chemicals requiring special handling in the manufacture, shipment, storage or use, such as explosives, blasting agents, fireworks, matches, rocket fuels, pyroxylin (cellulose nitrate) plastics, hazardous monomers, organic peroxides. Excludes the handling of products from atomic fission and fusion classified under Group 9800.
- 6130 Plastic Material Manufacture – includes basic materials plastics  
Includes basic materials plastics, synthetic resins, synthetic adhesive, plastic and elastomers. Excludes those included in 6120.
- 6140 Plastic Products Manufacture  
Includes making of all plastic products such as housings, enclosures, covers, linings, machine parts, molding and extruding.
- 6150 Paints, Varnishes, Lacquers, Inks, Waxes, Adhesives Manufacture
- 6160 Drugs, Cosmetics, Pharmaceuticals Manufacture
- 6170 Petroleum Refineries – includes refinery tankage  
Includes petroleum and petroleum products from coal and other materials and blending of lubricating oils and greases, manufacture of petrochemicals, and includes refinery tankage.

- 6180 Asphalt, Coal Products  
Includes asphalt paving, roofing material, fuel briquettes, packaged fuels and the distillation of coal in coke ovens not associated with the manufacture of pig iron or the manufacture and distribution of coal gases. Excludes coke ovens in iron and steel works classified under 6310, and gas works classified under 9430.
- 6190 Chemicals, Petroleum, Paints, Plastics – unclassified or unknown
- 6200 WOOD, FURNITURE, PAPER, PRINTING
- 6210 Sawmill, Planing Mill, Wood Products Mill  
Includes the manufacture of lumber products, wood building materials, prefabricated parts and structures, cooperage and other wood stock, veneers, plywood, and excelsior. Included is the preservation of wood, sawmills and planing mills, whether or not mobile or operated in the forest. The hewing and rough shaping of poles and other wood materials is classified under 7570.
- 6220 Wooden, Cane Containers, Small Cane Ware Manufacture  
Includes the manufacture of boxes, crates, drums, barrels and other wooden containers, baskets and other rattan, reed or willow containers, and small ware made entirely or mainly of rattan, reed, willow or other cane.
- 6230 Wood, Cork Products Manufacture – excludes containers  
Includes the manufacture of products of wood, cork, and small ware consisting wholly or mainly of wood.
- 6240 Furniture, Fixture, Bedding Manufacture  
Includes the manufacture of household, office, restaurant, public building, and professional furniture, bedding, upholstery, office and store fittings and fixtures regardless of the materials used.
- 6250 Paper, Pulp, Paperboard Manufacture  
Includes the manufacture of pulp, fibres, paper, paperboard, insulation board, fibre building paper, and the glazing and laminating of paper or paperboard. Excludes the manufacture of asphalted and tar-saturated paper, abrasive paper, sensitized paper, carbon and stencil paper classified under 6180, 6990, and 9570 respectively.
- 6260 Paper, Pulp, Paperboard Products Manufacture  
Includes the manufacture of pressed and molded pulp goods, containers and articles made of paper and paperboard.
- 6270 Printing, Publishing Newspaper, Magazine – excludes job printing
- 6280 Printing, Publishing – includes job printing  
Includes printing, lithographing, commercial or job printing, book publishing, manufacture of greeting cards, looseleaf devices, library binders, bookbinding, blank book making, paper ruling, and other work related to bookbinding such as bronzing, gilding and edging, map and sample mounting, services for the printing trades such as typesetting, engraving, etching steel and copper plates, woodcut, photo-engraving, electro-typing and stereo-typing. Excludes type foundry classified under 6330, engraving on precious metals classified under 6940.
- 6290 Wood, Furniture, Paper, Printing – unclassified or unknown
- 6300 METAL, METAL PRODUCTS, ELECTRICAL EQUIPMENT & APPLIANCES
- 6310 Basic Iron & Steel Manufacture – includes iron and steel shapes  
Includes iron and steel shapes, consisting of all processes from smelting in blast furnaces to the semi-finished stage in rolling mills and foundries, and coke ovens associated with blast furnaces.
- 6320 Basic Nonferrous Metals Manufacture  
Includes nonferrous metal shapes, consisting of all processes from smelting, alloying and refining, rolling and drawing and founding and castings; that is, the production of ingots, bars and billets, sheets, strips, castings and extrusions.
- 6330 Basic Metal Products Manufacture  
Includes transformation of basic metal forms into finished products, enameling, japanning, lacquering, gilding, galvanizing, plating, polishing, blacksmithing, power coating and welding. Excludes manufacture of machinery classified under 6340, electrical and transport vehicles and equipment classified under Group 6800 and silverware and jewellery classified under 6940.

- 6340 Machinery Manufacture – includes machine shops  
Includes machine shops, the production of ball bearings and mechanical precision instruments as well as industrial engines, measuring and dispensing pumps. Excludes electrical machinery and appliances classified under 6350 and 6360 respectively, and automobile, aircraft and marine equipment classified under Group 6800.
- 6350 Electrical and Electronic Machinery Manufacture  
Includes machinery, apparatus and supplies for the generation, storage, transmission and transformation to electric energy, and the repairing of electrical machinery. Excludes instruments of measuring and recording electrical quantities and characteristics classified under 6910.
- 6360 Electrical and Electronic Appliance Manufacture  
Includes insulated wire, cables, electric lamps, computers, communication equipment, radios, television sets, phonographs, batteries, X-ray and therapeutic apparatus, electronic tubes and components, and the repair of the electrical appliances. Excludes instruments for measuring and recording electrical quantities and characteristics classified under 6910.
- 6390 Metal, Metal Products, Electrical Equipment & Appliances – unclassified or unknown

#### 6400 FOOD PROCESSING

- 6410 Slaughtering, Preparation, Preserving of Meat & Poultry  
Includes killing, dressing, smoking, salting, pickling, quick-freezing, packing, curing, manufacture of natural sausage casings, the rendering of lard and other edible animal fats.
- 6420 Dairy Products Manufacturing – includes milk bottling  
Includes the pasteurizing and bottling of milk.
- 6430 Canning, Preserving of Fruits & Vegetables  
Includes dehydrating and quick-freezing.
- 6440 Canning, Preserving of Fish, Sea Foods – includes salting  
Includes salting, drying, dehydrating, smoking, curing, cooking, pickling and quick-freezing. Excludes icing, salting and filleting of fish catch and processing of the catch aboard fishing vessels classified under 8480.
- 6450 Grain Mill Products Manufacturing – includes husking, cleaning  
Includes husking, cleaning, polishing, preparation of breakfast foods such as rolled oats, rice, wheat and corn flakes, blended and prepared flour and starch and its products, prepared feeds for animals and fowl. Also includes coffee, root peeling mills and starch and its products.
- 6460 Bakery Products Manufacturing – includes bread, cakes, doughnuts  
Includes bread, cakes, doughnuts, pies, pastries and biscuits.
- 6470 Sugar Factories & Refineries – includes honey extraction plant
- 6480 Cocoa, Chocolate and Sugar Confectionery Manufacturing
- 6490 Food Processing – unclassified or unknown

#### 6500 BEVERAGE, TOBACCO, SOAP, MARGARINE

- 6510 Distilling, Rectifying, Blending Spirits
- 6520 Wineries
- 6530 Breweries
- 6540 Soft Drinks, Carbonated Water Processing
- 6550 Tobacco Products Manufacturing – includes stemming, redrying  
Includes stemming, redrying and related operations. Excludes tobacco drying sheds which are classified under 9260.
- 6560 Vegetable and Animal Oil, Fat, Soap Making  
Includes the hydrogenating (or hardening) of oils and fats, margarine manufacturing, the manufacture of soaps, detergents and other washing and cleaning compounds. Excludes the manufacture of lard and other edible fats which is classified under 6410.
- 6590 Beverage, Tobacco, Soap, Margarine – unclassified or unknown

#### 6600 TEXTILES

- 6610 Spinning & Weaving Cotton – includes carding, combing



- Includes carding, combing, carbonizing, spinning, weaving of carpets and rugs, lace, braids and other primary textiles.
- 6620 Spinning & Weaving Wool, Worsted  
Includes preparing wool and worsted fibres, scouring, carding, combing, carbonizing, spinning, weaving of yarns, fabrics, carpets, rugs, lace, braids and other primary textiles.
- 6630 Spinning & Weaving Mixed & Blended Fibres  
Includes fibres such as flax, hemp, jute, silk, sisal and synthetic fibres and operations such as retting, scutching, scouring, carding, combing, carbonizing, throwing, spinning, weaving for manufacturing carpets, rugs, lace, braid, yarn and other primary textiles. Excludes asbestos spinning and weaving classified under 9580.
- 6640 Textile Finishing – includes bleaching, dyeing, and printing  
Includes bleaching, dyeing, printing and finishing of all fabrics and fibres.
- 6650 Knitting Mill – includes all fibres  
Excludes making up of garments from knitted fabrics other than in knitting mill, classified under 6720.
- 6660 Cordage, Rope, Twine & Net Manufacturing
- 6670 Floor Covering & Coated Fabric Manufacturing – includes linoleum  
Includes manufacturing linoleum, artificial leather, oilcloth, impregnated and coated fabrics, and floor tiles. Excludes rubber and clay tile classified under 6770 and 9510 respectively.
- 6690 Textiles Miscellaneous – unclassified or unknown

#### 6700 FOOTWEAR, WEARING APPAREL MANUFACTURING

- 6710 Footwear Manufacturing – excludes vulcanized footwear (6770)
- 6720 Wearing Apparel Manufacturing – includes leather, fur  
Includes leather, fur, the making of hat bodies, hats and millinery, and the manufacture of umbrellas and walking sticks. Excludes footwear, repair of wearing apparel in connection with the cleaning and pressing classified under 6960.
- 6730 Textile Goods Manufacturing – includes stitching, pleating  
Includes stitching, pleating and tucking for the trade. Excludes wearing apparel classified under 6720.
- 6740 Tanneries, Leather Finishing – includes embossing and japanning
- 6750 Fur Products Manufacture – includes scraping, tanning, bleaching, dyeing and fellmongery.  
Excludes wearing apparel classified under 6720.
- 6760 Leather Products Manufacturing – excludes footwear  
Includes products of leather and leather substitutes. Excludes footwear and other apparel.
- 6770 Rubber, Rubber Products Manufacturing  
Includes natural and synthetic rubber products, the reclaiming of rubber from scrap and miscellaneous waste rubber material.
- 6790 Footwear, Wearing Apparel Miscellaneous – unclassified or unknown

#### 6800 VEHICLES & RELATED EQUIPMENT MANUFACTURING

- 6810 Shipbuilding – vessels over 20m  
Includes barges, lighters, tugs whether self-propelled or not, specialized marine engines, masts, spars, rigging and ship parts manufacturing, dry docks and ship breaking yards.
- 6820 Boat Building – vessels 20m and under  
Includes boats, yachts, made of any material, whether self-propelled or not, specialized marine engines, masts, sails, rigging and boat parts manufacturing, outboard engines.
- 6830 Railway Equipment Manufacturing, Assembly
- 6840 Motor Vehicle Manufacturing & Assembly – includes parts  
Includes manufacturing motor vehicle parts. Excludes tires and tubes classified under 6770, automobile glass classified under 9520, electrical equipment classified under 6350, agricultural and road building tractors and fork-lift trucks classified under 6340, motor vehicle repairs classified under 5730.
- 6850 Bicycle Manufacturing, Assembly & Repair
- 6860 Aircraft & Rocket Manufacturing, Assembly  
Excludes the manufacture of electric and electronic equipment classified under 6350 or 6360 and aeronautical instruments classified under 6910.
- 6890 Vehicles & Related Equipment – unclassified or unknown

6900 MISCELLANEOUS - INDUSTRIAL MANUFACTURING PROPERTY

- 6910 Instrument Manufacturing – includes measuring, laboratory instruments  
Includes measuring, controlling, laboratory, scientific, surgical, medical and dental instruments and supplies. Excludes optical instruments for scientific and medical use classified under 6920, x-ray and electrical therapeutic apparatus classified under 6360 and the production of measuring and dispensing pumps classified under 6340.
- 6920 Photographic, Optical Goods Manufacture  
Includes optical instruments, lens grinding, ophthalmic goods, photographic equipment and supplies, including sensitized film, plates and paper, optical instruments for scientific and medical use.
- 6930 Watch & Clock Manufacturing – includes mechanisms for timing devices
- 6940 Precious Metal, Jewellery Manufacturing – includes silverware  
Includes silverware and plate ware, using precious metals, precious and semiprecious stones and pearls, the cutting and polishing of precious and semiprecious stones, the striking of medals and coins, and engraving on metals.
- 6950 Musical Instruments Manufacturing – excludes phonographs, CD's  
Excludes phonographs, compact disks and speech recording machines classified under 6360 and phonograph records classified under 6140.
- 6960 Dry Cleaning Plant  
Includes cleaning, pressing, dyeing and minor repair of apparel and household furnishings.
- 6970 Photographic Film Processing – includes motion and still  
Includes processing of photographic film, motion picture or still, in special plants and centres. Excludes processing incidental to other operations, such as in a newspaper publishing office.
- 6980 Toy, Sporting Goods Manufacturing
- 6990 Industrial Manufacturing Properties – unclassified or unknown

**7000 STORAGE PROPERTIES**

Property characterized by the presence of relatively small numbers of persons in proportion to the area. Storage includes all buildings, structures or areas utilized primarily for the storage or sheltering of goods, merchandise, products, vehicles or animals, including servicing, processing or repair operations.

7100 AGRICULTURE PRODUCTS STORAGE

- 7110 Seeds, Beans, Nuts, Grain Storage in Bulk  
Includes bulk storage in bins, silos, cribs, pole barns or piles in the open. Excludes storage in barns classified under 9230, silage under 9280 and elevators under 7170.
- 7120 Agricultural Products Boxed, Crated, Packaged for Storage
- 7130 Loose or Bagged Agricultural Products Storage  
Excludes bagged products inside cardboard boxes classified under 7120, loose tobacco storage classified under 7140, bulk storage of seeds, feeds, nuts, beans and grains classified under 7110.
- 7140 Loose or Baled Tobacco Storage
- 7150 Livestock Storage  
Includes storage at any point beyond the raising ranch or farm, at rail and truck stockyards and other livestock pens and yards.
- 7160 Agriculture Supply Storage – includes feed, fertilizer  
Includes feed, fertilizer, peat moss, non-motorized farm implements, hay, grain, seed and feed stores, farm implements.
- 7170 Commercial Grain Elevators
- 7190 Agricultural Products Storage – unclassified or unknown

7200 TEXTILES, FIBRES, CLOTHING STORAGE

- 7210 Baled Cotton Storage
- 7220 Baled Wool or Worsted Storage
- 7230 Baled Synthetic Fibres, Silk Storage
- 7240 Storage of Baled Jute, Hemp, Flax, Sisal, Other Mixed Fibres



- 7250 Cloth & Yarns Storage
- 7260 Wearing Apparel, Garments & Finished Textiles Storage
- 7270 Leather & Leather Products Storage
- 7280 Fur, Skin & Hair Products Storage
- 7290 Textiles, Fibres, Clothing Storage – unclassified or unknown

#### 7300 PROCESSED FOOD, BEVERAGE STORAGE

- 7310 Packed Food Stuffs Storage – excludes canned goods (7320)
- 7320 Canned, Bottled Food, Soft Drinks Storage
- 7330 Loose or Bagged Processed Foods Storage  
Includes processed animal food storage. Excludes natural animal feeds stored in bulk classified under 7110 and natural feed stored in bags classified under 7130.
- 7340 Alcoholic Beverage Storage – includes barrels, casks, kegs and bottles
- 7350 Cold Storage – excludes ice storage (7991)  
Includes refrigerated buildings with a carefully controlled atmosphere, food locker plants. Excludes ice storage classified under 7991.
- 7360 Bulk Sugar Storage
- 7370 Bulk Flour, Starch Storage
- 7380 Packaged Tobacco, Tobacco Products Storage
- 7390 Processed Food, Beverage Storage – unclassified or unknown

#### 7400 FLAMMABLE LIQUIDS, GASES, PETROLEUM PRODUCTS STORAGE

Excludes those specifically mentioned in Group 7600, such as paints and varnishes under 7650.

- 7410 Flammable Liquids Tank Storage  
Includes tank farms at terminals, petroleum bulk plants and airport fuel dispensing systems. Excludes refinery tankage classified under 6170 and reservoir at oil or gas well classified under 9640.
- 7420 Packaged Petroleum Products Storage
- 7430 LP Gas Bulk Plant – excludes filling individual cylinders (5710)
- 7440 LP Gas Cylinders Storage
- 7450 Gasometer and Cryogenic Gases Storage
- 7460 Missile & Rocket Fuels Storage – includes at manufacturing plant  
Includes at manufacturing plant, launching site and intermediate fixed storage locations.
- 7490 Flammable Liquids, Gases, Petroleum Products Storage – unclassified or unknown

#### 7500 WOOD, FURNITURE, PAPER & PRODUCTS STORAGE

- 7510 Lumberyards, Building Materials Storage – excludes timber (7570)  
Excludes storage of timber, pulpwood, logs, wood chips and wood fuel classified under 7570 or 7580.
- 7520 Wood Products Storage
- 7530 Furniture Storage – excludes general warehouse (7910)  
Includes public warehouse for furniture storage. Excludes general warehouse classified under 7910.
- 7540 Fibre Products Storage  
Includes products made from fibres or ordinary combustible materials, such as fibreboard or noncombustible fibre materials with combustible components, such as fibreglass insulation, wood pulp, felt, excelsior, rope.
- 7550 Rolled Paper, Newsprint Storage
- 7560 Paper & Paper Products Storage – includes baled paper  
Includes baled paper storage and paper bag storage, cartons and paper stored in recycling bins. Excludes rolled paper storage classified under 7550, pulp storage classified under 7540.
- 7570 Timber, Log Storage – includes felling, rough cutting of trees  
Includes felling and rough cutting of trees, hewing of poles, blocks. Excludes sawmill operating in the forest classified under 6210.
- 7580 Pulpwood Pile, Cordwood Storage
- 7590 Wood, Furniture, Paper & Products Storage – unclassified or unknown

7600 CHEMICALS, PLASTICS, PAINTS STORAGE

- 7610 Basic Industrial Chemicals Storage  
*Includes generally noncombustible chemicals, oxygen.*
- 7620 Hazardous Chemicals Storage – excludes flammable liquids, gases  
*Excludes flammable liquids and gases classified under Group 7400 and radioactive materials classified under 9810.*
- 7630 Plastics & Plastic Products Storage
- 7640 Fertilizers, Peat Moss Storage  
*Classify under 7160 when fertilizers, peat moss are in storage with other agricultural supplies.*
- 7650 Paints & Varnishes Storage
- 7660 Drugs, Cosmetics & Pharmaceuticals Storage
- 7670 Rubber, Rubber Products Storage
- 7680 Photographic Films Storage  
*Includes distribution facilities such as film exchanges.*
- 7690 Chemicals, Plastics, Paints Storage – unclassified or unknown

7700 METAL PRODUCTS, MACHINERY, ELECTRICAL APPLIANCE STORAGE

- 7710 Metal Basic Forms Storage
- 7720 Metal Parts Storage
- 7730 Hardware Storage – includes storage of auto parts, accessories  
*Includes storage of auto parts, auto accessories, tools, plumber's supplies.*
- 7740 Machinery Storage
- 7750 Electrical Appliances & Supplies Storage
- 7760 Finished Metal Products Storage
- 7770 Scrap Storage & Junkyards – includes non-metal waste and scrap  
*Includes non-metal waste and scrap, such as wastepaper and tires. Excludes recycle material classified under 7911.*
- 7790 Metal Products, Machinery, Electrical Appliance Storage – unclassified or unknown

7800 VEHICLE STORAGE

- 7810 Garage – Individual Residential Parking in One-Storey Garages  
*Includes dwelling garages whether separate or attached.*
- 7820 Garage – General Auto Parking  
*Includes parking of automobiles of different ownership under the direction of one management, parking in open lots (including apartments), special dwellings and other areas. Excludes facilities for repair of motor vehicles classified under 5730.*
- 7830 Bus, Truck, Fleet, Automobile Dealer & Taxi Cab Storage  
*Includes parking of motor vehicles under the same ownership. Excludes machinery and equipment storage classified under 7840.*
- 7840 Heavy Machines & Equipment Storage  
*Includes public works vehicles, construction and earth-moving equipment, dump trucks and cranes.*
- 7850 Marinas, Boat & Ship Storage – includes docking and mooring  
*Includes docking and mooring facilities for boats in the water, launching facilities and storage of boats and ships for relatively long periods of time. Excludes yacht club buildings classified under 1530, boat repairing yards which are classified under 6820, and marine service stations classified under 5770.*
- 7860 Aircraft Hangar
- 7870 Railway Storage – includes locomotive, car storage  
*Includes locomotive storage, car storage and track repair equipment, all fixed railroad storage facilities. Excludes railway yards and signaling switching facilities which are classified under Group 8500.*
- 7880 Fire Station
- 7890 Vehicle Storage – unclassified or unknown

7900 MISCELLANEOUS STORAGE PROPERTIES

These properties are not readily included in any other group.

- 7910 Warehouse – generally for a wide variety of types of items
- 7911 Self-storage or mini-storage
- 7920 Mineral Materials Storage – includes bagged cement, lime  
Includes bagged cement, lime, gypsum or other mineral materials.
- 7930 Coal, Coke, Briquette & Charcoal Storage
- 7940 Freight Terminal
- 7950 Glass & Glass Products Storage – in finished form only  
Includes pottery, chinaware, glass and glass products, clay products, earthenware, ceramics.
- 7960 Military Stores
- 7970 Recycle Center – includes recycle centers for both metal and non-metal recyclables.
- 7971 Indoor Storage (within a building or structure)
- 7972 Outdoor Storage (exposed to the elements)
- 7980 Pier, Wharf (Storage in Open Area)
- 7990 Miscellaneous Storage Properties – unclassified or unknown
- 7991 Ice Storage – Includes detached or portable coin-operated storage dispensing units. Excludes dry ice manufacturing, classified under 6110.

8000 SPECIAL PROPERTY & TRANSPORTATION EQUIPMENT

These properties are not readily included in any other group and include mainly outdoor property and transport equipment.

8100 OUTDOOR PROPERTY

- 8110 Brush, Grass & Light Ground Cover on Open Land, Field  
Excludes forests classified under 8180, timber and log piles classified under 7570, and farm crops classified under 9250.
- 8120 Dumps – excludes enclosures to burn (9470)  
Includes refuse disposal areas and dumps in open ground. Excludes enclosures to burn classified under 9470.
- 8130 Trees – includes individual trees only
- 8140 Fence, Poles, Railroad Ties
- 8150 Trash / Rubbish / Recyclable – includes containers/dumpsters for disposal of rubbish or collection of bulk recyclables. Excludes public or industrial rubbish facilities classified under 9470.
- 8160 Mailboxes, newspaper/publication vending box
- 8170 Cemetery
- 8180 Forest (causing exposure damage to other property), Standing Timber
- 8190 Outdoor Property – unclassified or unknown
- 8193 Players Box – Includes players box section of outdoor rinks

8200 SPECIAL CONNECTING THOROUGHFARES

- 8210 Bridge, Overpass, Trestle – includes elevated road and railway
- 8220 Tunnel - includes underpass over 30m in length
- 8230 Underpass – includes tunnels 30m or less in length
- 8240 Aerial Tramway – includes ski lifts, chair lifts, cable car, monorail
- 8290 Special Connecting Thoroughfare – unclassified or unknown

8300 UNDER CONSTRUCTION OR DEMOLITION – VACANT

- 8310 Buildings Under Construction
- 8320 Buildings Under Demolition
- 8330 Construction, Other Than Building
- 8340 Demolition, Other Than Building
- 8350 Vacant Property, Property Without Contents
- 8360 Unoccupied Property - unoccupied over 30 days, non-seasonal use. Property left unoccupied over 30 days other than seasonal residences.

- 8370 Contractor's Shed
- 8380 Building Under Major Renovation
- 8390 Under Construction or Demolition – Vacant – unclassified or unknown

#### 8400 WATERCRAFT

- 8410 Motor Craft – 20m or less over-all length  
Includes vessel with built-in motor. Excludes outboards classified under 8490 and commercial fishing vessel classified under 8480.
- 8420 Vessel – under 1000 gross tons  
Includes vessel over 20m over-all length, but under 1000 gross tons.
- 8430 Passenger Ship
- 8440 Tanker Ship
- 8450 Combat Ship
- 8460 Cargo Ship
- 8470 Non Self-Propelled Vessel/Barge  
Includes towed barge and towed or towable vessel. Excludes sailboat classified under 8490.
- 8480 Commercial Fishing Vessel – includes factory vessel
- 8490 Watercraft – unclassified or unknown

#### 8500 RAIL TRANSPORT VEHICLE & EQUIPMENT

Railroad, subway, railway, trolley car and other rail vehicles are included in the term "railway". Monorail is classified under 8240.

- 8510 Passenger, Diner or Lounge Railway Car
- 8520 Passenger Sleeper Railway Car – while made up
- 8530 Freight, Box, Tank, Hopper, Container, Piggy Back Railway Car
- 8540 Locomotive, Engine & Other Power Unit
- 8550 Self-Powered Railway Car – includes trolley, rapid transit car
- 8560 Roadbed Maintenance Equipment/Car
- 8570 Railway Signaling & Switch Control Equipment
- 8580 Railway Yard
- 8590 Rail Transport Vehicle & Equipment – unclassified or unknown

#### 8600 GROUND TRANSPORT VEHICLES

Excludes special vehicles classified under Group 8800 and mobile living units classified under Group 3700.

- 8610 Automobile – Includes cars, light trucks and vans, single body units. Excludes ambulance classified under 8880.
- 8611 Cars
- 8612 Trucks – includes light trucks and vans, single body units.
- 8620 Bus, Trackless Trolley
- 8630 Compressed or LP Gas Tank Truck
- 8640 Flammable Liquid, Chemical Tank Truck
- 8650 General Truck – includes mail truck, trailer truck and tow truck  
Includes tank truck with non-flammable cargo, mail truck and trailer truck.
- 8660 Motorcycle
- 8670 Vehicle & Non-Motorized Hauling Vehicle
- 8680 Tractor Trailer
- 8690 Ground Transport Vehicle – unclassified or unknown

#### 8700 AIRCRAFT

- 8710 Private Aircraft
- 8711 Hot Air Balloons
- 8712 Gliders
- 8713 Ultra-light Aircraft
- 8720 Commercial Aircraft – non-scheduled airlines
- 8730 Commercial Passenger Aircraft

- 8740 Commercial Cargo Aircraft
- 8750 Helicopter & Vertical Take Off Aircraft – non-military
- 8760 Military Combat Aircraft – bomber, fighter, patrol
- 8770 Military Non-Combat Aircraft – cargo, training
- 8780 Space Vehicle – includes rockets and missiles, manned or not
- 8790 Aircraft – unclassified or unknown

#### 8800 SPECIAL VEHICLES

- 8810 Construction Equipment – excludes crane (8830)
- 8811 Tar Pot – used for melting/heating tar for roofing. May be trailer/vehicle mounted.
- 8820 Farm Tractor & Equipment, Grain Dryer, Harvester, Picker, etc.
- 8830 Mobile or Fixed Crane
- 8840 Industrial Truck, Forklift & Material Handling Truck, etc.
- 8850 Petroleum & Gas Drilling Rig
- 8860 Snowmobile, all terrain vehicle (ATV)
- 8870 Logging equipment – includes skidders, loaders, tracked vehicles used in logging and high-lead equipment, stationary or mobile. Excludes log trucks, crummies, pickup trucks or other vehicles used in logging operations which should be coded as vehicles under Group 8600.
- 8880 Emergency vehicles (including fire, ambulance and police)
- 8890 Special Vehicles – unclassified or unknown (combat vehicles, utility company emergency response vehicles, private dangerous goods response vehicles etc).

#### 8900 MARINE DOCKING FACILITY

- 8910 Pier, Wharf  
If incident involves damage to products or materials stored in open area on pier, wharf, classify under 7980.

#### 9000 MISCELLANEOUS PROPERTY

These properties are not readily included in any other group and include mainly outdoor property.

#### 9100 LABORATORIES

- 9110 Chemical, Biological Laboratory
- 9120 Physical Material Testing, Hydraulics Laboratory
- 9130 Personal, Psychological Laboratory – includes educational lab
- 9140 Radioactive Material Handling Laboratory
- 9150 Electrical, Electronic Laboratory
- 9160 Agricultural Laboratory
- 9170 General Research Laboratory
- 9180 Medical Laboratory
- 9190 Laboratory – unclassified or unknown

#### 9200 FARM FACILITIES

- 9210 Poultry, Egg Production Facility
- 9220 Cow & Cattle Production Facility – include milking, milk cooling  
Includes cow milking, milk houses, milk cooling facilities. Excludes milk processing plants classified under 6420.
- 9230 Barn Storage – excludes silos (9280) and animal barn (9240)  
Includes all associated storage such as vehicles and feed. Excludes silo classified under 9280, and animal barn classified under 9240.
- 9240 Animal Barn – includes cattle, pigs, horses and other livestock
- 9250 Crops, Orchards, Straw Stacks
- 9260 Commercial Greenhouse Facility
- 9270 Fruit, Vegetable Packing Facility
- 9280 Silo on Farm – excludes bulk storage of grain, seed, beans (7110)  
Includes silo for storage of silage. Excludes bulk storage of grain, seeds, beans classified under 7110.
- 9290 Farm Facility – unclassified or unknown

- 9291 Corral
- 9292 Beehive
- 9293 Mushroom Growing Production Facility
- 9294 Tobacco Curing Shed

#### 9300 MISCELLANEOUS OUTBUILDINGS

- 9310 Shed – includes implement shed and workshop
- 9320 Privy
- 9330 Toll Station or Booth
- 9340 Awning, Canopy
- 9350 Storm, Weather, Bomb, Fallout Shelter – includes bus shelter  
Includes bus shelter, band stand, outdoor performance stage.
- 9360 Root Cellar
- 9370 Conveyor
- 9380 Telephone Booth
- 9390 Outbuildings – unclassified or unknown

#### 9400 UTILITY

- 9410 Electric Light & Power Generating Plant
- 9420 Electric Light & Power Distribution System - includes hydro line and pole  
Includes high-tension lines, transformers, outside generating plants.
- 9430 Gas Manufacturing Plant
- 9440 Gas Distribution System, Pipeline  
Includes transmission lines, compressors, pumps for all types of fuel gas and distribution piping up to the customer side of the meter.
- 9450 Heating Plant – includes central heating plant  
Includes central heating plant, steam and superheated water system and district heating system.
- 9460 Water Supply System – includes pump house
- 9470 Sanitary Service – includes sewers, commercial incinerators  
Includes sewers, commercial incinerators and industrial rubbish burners. Excludes small rubbish barrels and personal incinerators classified under 8150.
- 9480 Flammable Liquid Distribution System, Pipeline  
Includes piping systems and associated equipment for the distribution of flammable liquids from manufacturing plant, storage facility or well up to the customer side of the meter.
- 9490 Utility – unclassified or unknown

#### 9500 CEMENT, GLASS, POTTERY MANUFACTURING

- 9510 Structural Clay Products Manufacturing – includes bricks, tiles  
Includes manufacture of bricks, tiles, pipes, crucibles, architectural terra cotta, chimney pipes and refractories.
- 9520 Glass Manufacturing – excludes grinding of optical lenses (6920)  
Includes optical glass other than the grinding of optical lenses classified under 6920.
- 9530 Glass Container Manufacturing
- 9540 Pottery, China, Earthenware Manufacturing
- 9550 Cement Manufacturing
- 9560 Cement Batch Mixing Plant
- 9570 Abrasives Manufacturing – includes shaping into grindstones  
Includes shaping into grindstones, coating cloths and papers with abrasives, and making abrasive bonded wheels and discs.
- 9580 Non-Metallic Mineral Product Manufacturing
- 9590 Cement, Glass, Pottery Manufacturing – unclassified or unknown

#### 9600 MINING, QUARRYING

Includes underground and surface mines, quarries and oil wells and supplemental onsite machinery. Quarries and mines attached to other properties are, as far as possible, classified under this Group.

- 9610 Coal Mine

- 9620 Iron Ore Mine, Quarry
- 9630 Mine, metal ore. Excludes iron ore mine.
- 9640 Petroleum, natural gas – excludes oil pipeline  
Petroleum, natural gas well with accompanying reservoir and batteries, includes prospecting and drilling, oil shale or bituminous sand operations, and extraction of crude oil. Excludes oil pipeline classified under 9480 and gas pipeline classified under 9440.
- 9650 Stone, slate, clay, gravel, sand, quarry or pit
- 9660 Salt Mine, Quarry – includes evaporating, crushing, screening  
Includes evaporating, crushing, screening and refining. Excludes the refining of salt for edible purposes in establishments not engaged in extracting or quarrying salt classified under 6490.
- 9670 Chemical, Fertilizer, Mineral Mine
- 9680 Non-Metallic Mineral Mine, Quarry – includes peat cutting  
Includes all other non-metallic mining and quarrying, peat cutting and digging.
- 9690 Mining & Quarrying – unclassified or unknown

9700 COMMUNICATIONS

- 9710 National Defense Communications Sites – excludes radio and radar  
Includes missile launch sites. Excludes radio and radar sites classified under 9720.
- 9720 Radio, Radar Site – includes microwave transmitter site  
Includes microwave transmitter site, flight control facility, satellite tracking station, repeater site, fixed and mobile station. Excludes fire and police communications classified under 9730.
- 9730 Fire, Police Communication Centre  
Includes municipal, county, provincial or federal emergency communication centre.
- 9740 Telephone Exchange  
Includes communication cable site with the associated repeater and terminal facility.
- 9760 Weather Station
- 9770 Lighthouse, Light Station
- 9790 Communications – unclassified or unknown

9800 NUCLEONICS

Property in which uranium, radium, thorium, heavy water and other radioactive or nuclear materials are stored or handled. A laboratory handling radioactive materials is classified under 9140.

- 9810 Radioactive Materials, handled in bulk  
Includes fuel element plant, radioactive waste disposal, heavy water plant.
- 9820 Radioactive Materials, handled in relatively small quantities
- 9830 Nuclear Power Production or Radioactive Tracers & Isotopes  
Excludes that portion of the plant devoted to the generation of electricity, classified under 9410.
- 9890 Nucleonics – unclassified or unknown

9900 MISCELLANEOUS EQUIPMENT

- 9950 Barbecue
- 9960 Grounds Keeping Equipment – lawnmowers, irrigation equip, etc.
- 9970 Snow Blower
- 9980 Tillers
- 9990 Miscellaneous Equipment – unclassified or unknown



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27



[illegible][illegible][illegible][illegible]

29

- [illegible]

- 30

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31







- [illegible]



5350	Wallpaper and Paint Store
7910	Warehouse, General, Mixed Items Storage
6930	Watch, Clock Manufacturing
5440	Watch, Clock Repair
8490	Watercraft - Unclassified (describe)
9460	Water Supply system
9760	Weather Station
7260	Wearing Apparel, Garments and Finished Textiles Storage
6720	Wearing Apparel Manufacturing (includes Leather, Fur, Hat Bodies, millinery, Umbrellas and Walking Sticks)
6790	Wearing Apparel, Footwear Manufacturing - Unclassified (describe)
6520	Wineries
6230	Wood Cork Products Manufacture
6220	Wooden Containers, Cane Containers, other Cane Ware Manufacture
7590	Wood, Furniture, Paper and Products - Storage - Unclassified (describe)
6290	Wood, Furniture, Paper, Printing - Manufacturing - Unclassified (describe)
7520	Wood Products Storage
7220	Wool, Worsted, Baled Storage
6620	Wool, Worsted, Spinning, Weaving - Manufacturing/Processing

7680	X-ray Film Storage
6360	X-ray Machine/Apparatus - Manufacturing

1530	Yacht Club
8410	Yacht - 20m and Under (over-all length)
8420	Yacht - Over 20m and Under 1,000 Gross Tons
7250	Yard Goods Storage
5260	Yard Goods Store
6610	Yarn, Cotton - Manufacturing
6630	Yarn, Mixed, Blended and Other Fibres - Manufacturing
5260	Yarn Shop
7250	Yarn Storage
6690	Yarn, Reworking Mill
6490	Yeast - Manufacturing
3440	YMCA/YWCA (with sleeping quarters)
1510	YMCA/YWCA (without sleeping quarters)

6330	Zinc, Hollowware, Nails, Stamping - Manufacturing/Processing
9630	Zinc, Mine, Quarry
6360	Zinc, Wire Drawing - Manufacturing
6330	Zipper, Metal - Manufacturing

## MAJOR OCCUPANCY

The Major Occupancy section is intended to be used together with the Property Class section to describe where fires occur.

A restaurant fire in a hotel or a clothing store fire in a shopping plaza are examples that reflect the need to capture two elements of information. If only hotel information is collected, the restaurant data will be lost. Similarly, if only shopping plaza data is collected then clothing store information is lost. The use of two code sections will allow the user to capture both hotel and restaurants in the first example and clothing store and shopping plaza in the second example.

Major Occupancy refers to the hotel and the shopping plaza in the above examples while Property Classification refers to the restaurant and the department (clothing) store.

Major Occupancy refers to the overriding (major) use of a building or land, **under single management, having two or more uses. See Page 81 for more examples of coding the Major Occupancy in conjunction with the Property Class.**

### NOTES:

- a) Unless the appropriate Major Occupancy code is listed below, any building, structure or facility **which has only one use** should be coded under 90, excluding residential classified under codes 31-39, parks classified under 81 and farms classified under 92.
- b) If the building, structure or facility has two or more major uses, **none of which is overriding**, code under 93.
- c) If the property involved is other than a building, structure or facility (e.g., vehicle, outside area, garbage dumpster, etc.) code under 95 unless the appropriate Major Occupancy code is listed below (i.e., camp site/RV parks code under 37; mobile home/trailer parks code under 38; Federal, Provincial or City parks code under 81; farms code under 92, etc.).

### CODES:

#### **ASSEMBLY USE**

- 11 Auditorium, Theatre, Arena, Cultural Centre
- 12 Amusement Park, Exhibition & Fair Ground, Stadium
- 13 Educational Institution (non-residential)
- 14 Church, Funeral Parlour
- 15 Recreation, Sports Facility, Sports Club, Social Club
- 17 Food or Beverage Establishment

#### INSTITUTIONAL USE

- 21 Prison, Penitentiary, Jail, Detention Centre, Correctional Facility, Reformatory
- 22 Hospital, Medical Centre, Clinic, Sanatorium

#### RESIDENTIAL USE

- 31 Residential - row, garden, town housing, condominium
- 32 Residential - apartment, tenement
- 33 Hotel, Motel, Lodge, Hostel, Boarding House, Dormitory
- 34 Residential - single detached
- 35 Residential - duplex, 3-plex, 4-plex, semi-detached
- 36 Educational Institution (residential)
- 37 Camp site/RV park
- 38 Residential - mobile home/trailer park
- 39 Residential - with business/mercantile, up to 3 stories

#### BUSINESS USE

- 41 Office Building

### MERCANTILE USE

- 56 Commercial Centre including fuel dispensing (may include restaurant, stores, etc.)
- 57 Commercial Centre, Shopping Centre
- 58 Department Store, Variety Store

### MANUFACTURING USE

- 69 Industrial Manufacturing

### STORAGE USE

- 71 Grain Elevator
- 79 Industrial Storage Facility, Bulk Storage Tanks

### OTHER SPECIAL USE

- 81 Parks (Federal, Provincial or City) (Includes Historic Sites)
- 83 Motor Vehicle Transportation Use (includes bus terminal)
- 84 Harbour, Waterfront Property, Marine Terminal
- 85 Railway Terminal, Yard (excludes Subway)
- 86 Car Park
- 87 Air Transportation Use
- 88 Subway
- 90 Property occupies its own building, structure or facility (excludes residential classified under 31-39, parks classified under 81 and farms classified under 92)
- 91 Laboratory
- 92 Farm, Agricultural Use
- 93 Multiple Use (no overriding use)
- 94 Utility
- 96 Mine
- 97 Communications
- 98 Nucleonic Complex
- 95 Not applicable

### MISCELLANEOUS, UNKNOWN

- 00 Undetermined
- 99 Building/Structure Unclassified

#### **EXAMPLE 1**

Fire in a restaurant which

- |  | <b>MO</b> | <b>PC</b> |
|--|-----------|-----------|
| (a) is in a hotel.   | 33        | 1710      |
| (b) is in an underground shopping plaza which is connected to office buildings, under separate management. | 57        | 1710      |
| (c) completely occupies its own building.  | 17        | 1710      |

#### **EXAMPLE 2**

Fire in ladies wear store, which spreads to a specialty food store in a shopping plaza.

57	5210
----	------

#### **EXAMPLE 3**

Fire starts in a car that is:

- |  |    |      |
|--|----|------|
| (a) parked outside a single detached 1-family home   | 95 | 8611 |
| (b) parked inside a single attached garage causing structural damage to garage (vehicle is considered part of the contents of the garage). | 34 | 7810 |
| (c) parked inside a single attached garage not causing structural damage to garage.  | 34 | 8611 |

## AREA OF ORIGIN

Area of Origin of Fire refers to the specific use or occupancy of that part of the property where the fire originates and not necessarily to the overall use or occupancy of the property.

This list is flexible to fit the several different buildings classified under "Property Classification". Items 000-790 (inclusive) refer to areas inside or connected to buildings. Vehicles and areas outside of buildings are classified under 800-890 and 900-990 respectively.

### NOTE:

If the fire originates from a completely detached segregated building, structure or facility or from an outside open area, then specify the appropriate code under Structural Area.

### CODES:

#### MULTIPLE AREAS OF ORIGIN

- 001 2 to 3 Areas of Origin
- 002 4 or more Areas of Origin

NOTE: If there is more than one set in the same area, code it under the specific area of origin code.

#### MEANS OF EGRESS

- 010 Hallway, Corridor
- 020 Stairway, Exterior - includes fire escape, ramp
- 030 Stairway, Interior - includes ramp
- 040 Escalator
- 050 Lobby, Entrance Way
- 060 Elevator - includes shaft and machinery room
- 090 Means of Egress - unclassified

#### ASSEMBLY, FAMILY, SALES AREA (GROUPS OF PEOPLE)

- 110 Large Assembly Area - over 60 people - fixed seats  
Includes auditorium, chapel, place of worship, theatre, arena, stadium, lecture hall aisles.
- 120 Large Assembly Area - over 60 people - non-fixed seats  
Includes ballroom.
- 130 Small Assembly Area - 60 people or less  
Includes classroom, meeting room with or without fixed seats.
- 140 Lounge, Living Room  
Includes music room, common room, TV room, den, recreation room, family room, sitting room.
- 150 Sales, Show Room Area - includes shop. Excludes display window (280).
- 160 Library, Museum - includes art gallery
- 170 Sports Facility  
Includes gymnasium, swimming pool, bowling alley, curling rink, billiard hall.
- 180 Covered Court, Atrium, Mall Concourse
- 190 Assembly, Sales Area - unclassified

#### FUNCTION AREA

- 210 Sleeping - under 5 occupants  
Includes patients' room, bedroom, cell, lockup.
- 220 Sleeping - 5 or more occupants  
Includes ward, dormitory, barracks.
- 230 Dining Area - includes mess room, canteen, lunchroom, cafeteria
- 240 Bar, Beverage Area
- 250 Washroom, Locker Area  
Includes checkroom, cloakroom, rest room, bathroom, powder room, toilet, shower room, sauna bath.
- 260 Office

- 270 Laboratory
- 280 Display Windows
- 290 Printing & Photographic Reproduction
- 300 Electronic Equipment Communication Room
  - Includes radar room, telephone switchboard.
- 310 Kitchen, Cooking Area
- 320 Laundry Area - includes wash house
- 330 First-Aid, Treatment Area - includes minor surgery
- 340 Operating Room - includes recovery room, operating theatre
- 350 Electronic Equipment Room
  - Includes electronic computer area, data processing centre.
- 360 Performance Area
  - Includes stage, ice rink, boxing ring, basketball floor, studio.
- 370 Backstage, Dressing Room
- 380 Process, Manufacturing Area
- 390 Function Area - unclassified

#### STORAGE AREA - INSIDE BUILDING

- 410 Product Storage Area
  - Includes all areas where products are held awaiting process, shipment, use or sale, storage tanks.
- 420 Closet - includes lockers
- 430 Supplies, Equipment Area
  - Includes tool room, maintenance supply room, supply room, dead storage room.
- 440 Records Storage Area - includes vaults
- 450 Shipping, Receiving Area
  - Includes packing departments, mail room, loading bay or area, shipping platform.
- 460 Trash, Rubbish Area
  - Includes wastepaper, industrial waste, garbage. Excludes incinerator room and chute classified under 640.
- 470 Vehicle Storage
  - Includes garage, carport. Excludes outside parking area classified under 930.
- 480 Agricultural Products Storage
- 490 Storage Area - unclassified

#### SERVICE FACILITIES

- 510 Dumbwaiter, Conveyor Shaft
- 520 Service Shaft - Includes pipe, conduit, vent. Excludes duct (550, 560 or 570).
- 530 Chute - excludes flue-fed incinerator loading chute (640)
- 540 Pipe, Piping - includes transmission pipelines
- 550 Duct - heating, air conditioning
- 560 Duct - cooking
- 570 Duct - laboratory fume exhaust
- 580 Chimney, Flue Pipe, Gas Vent
- 590 Service Facilities - unclassified

#### SERVICE & EQUIPMENT AREA

- 610 Machinery Room
  - Includes elevator machinery room, engine room, pump room, header house, refrigeration room.
- 620 Heating Equipment Room
  - Includes furnace room, water heater closet, boiler room.
- 630 Transformer Vault - includes ancillary switchgear
- 640 Incinerator Room - includes all incinerator operations, chute
- 650 Maintenance Shop
  - Includes repair shop, welding shop, workshop, carpentry shop, electrical shop, plumbing shop.
- 660 Paint Shop
- 661 Paint Booth

662	Paint Storage
670	Test Cell
680	Projection Room
690	Service & Equipment Area - unclassified

#### STRUCTURAL AREA

710	Crawl Space - includes sub-structure space
720	Exterior Balcony - includes open porch
730	Ceiling & Floor Assembly - includes concealed floor/ceiling space
740	Ceiling & Roof/Ceiling Space
750	Wall Assembly - includes concealed wall space
760	Exterior Wall
770	Exterior Roof
780	Awning, Canopy
790	Structural Area - unclassified

#### VEHICLE AREA

820	Vehicle - engine area - includes running gear, wheels
830	Vehicle - fuel area - includes fuel line
840	Vehicle - control area Includes the bridge of ships, cockpit of planes, cab or truck operating area. Excludes dining area of vehicles openly communicating with passenger area classified under 850.
850	Vehicle - passenger area
860	Vehicle - cargo area - includes trucks and autos
890	Vehicle Area - unclassified

#### OUTSIDE AREA

910	Open Area - includes lawn, field, farmyard, park, pier, wharf
920	Court, Patio, Terrace
930	Parking Area
940	Storage Area - excludes outside trash or rubbish storage (950) Includes outdoor shipping facilities other than loading platforms attached to buildings.
950	Trash, Rubbish Area
960	Fuel Dispensing Area
990	Outside Area - unclassified

#### UNKNOWN

000	Area of Origin - unknown
-----	--------------------------

#### LEVEL OF ORIGIN

Level of Origin refers to the floor or area where the fire originated. If there are no intervening floors or irregularly spaced floors, it refers to the height above grade where the fire originated.

#### CODES:

1	Basement, Sub-Basement
2	Crawl Space, Under Structure
3	Ground Floor, Grade Level or Grade to 3m
4	2nd Storey or Over 3m to 6m Above Grade
5	3rd Storey or Over 6m to 9m Above Grade
6	4th to 12th Storey (Inclusive) or Over 9m to 36m Above Grade
7	Over 12 Storey or Over 36m
8	Roof Level - includes concealed roof space, attic
9	Level of Origin - not applicable (includes vehicle)
0	Level of Origin - unknown



### **BUILDING HEIGHT**

Building height refers to the number of storeys between the floor of the first storey (exclusive of basements or cellars) and the roof. In the case of buildings such as grain elevators in which there are no intervening storeys, the heights should be coded on the basis of 3 metres being equivalent to one storey.

#### **CODES:**

XXX	Actual Number of Storeys (eg. 001, 004, 010, 105)
008	Not Applicable - vehicle, outside area, etc.
000	Cannot Be Determined

### **GROUND FLOOR AREA**

The ground floor area refers to the area of the ground floor only and should be coded according to one of the classifications shown below.

#### **CODES:**

1	1 to 100m <sup>2</sup>
2	over 100 to 500m <sup>2</sup>
3	over 500 to 1000m <sup>2</sup>
4	over 1000 to 2500m <sup>2</sup>
5	over 2500 to 5000m <sup>2</sup>
6	over 5000 to 10 000m <sup>2</sup>
7	over 10 000m <sup>2</sup>
8	Not Applicable - vehicle, outside area, etc.
9	Ground Floor Area - unclassified
0	Cannot Be Determined

### EXTENT OF FIRE

Extent of Fire is the actual extent of burning or charring and does not include browning or blistering of paint. It should be coded according to one of the classifications listed below.

Extent of Damage is only coded where the property involved is a building. If the property involved is other than a building (example: vehicle, outside area), code under 8.

#### CODES:

- |   |  |
|---|--|
| 1 | Confined to Object of Origin             |
| 2 | Confined to Part of Room/Area of Origin  |
| 3 | Confined to Room of Origin               |
| 4 | Confined to Floor Level of Origin        |
| 5 | Confined to Building of Origin           |
| 6 | Extended Beyond Building of Origin       |
| 7 | Confined to Roof                         |
| 8 | Not applicable - vehicle or outside area |
| 9 | Extent of Fire - unclassified            |
| 0 | Extent of Fire - unknown                 |

### EXTENT OF DAMAGE

Extent of Damage is the total extent of damage caused by actual burning or charring and includes damage caused by heat (browning, blistering, etc.), smoke, water and other extinguishing agents. It should be coded according to one of the classifications listed below.

Extent of Damage is only coded where the property involved is a building. If the property involved is other than a building (example: vehicle, outside area), code under 8.

#### CODES:

- |   |   |
|---|---|
| 1 | Confined to Object of Origin                    |
| 2 | Confined to Part of Room/Area of Origin         |
| 3 | Confined to Room of Origin                      |
| 4 | Confined to Floor Level of Origin               |
| 5 | Confined to Building of Origin                  |
| 6 | Extended Beyond Building of Origin              |
| 7 | Confined to Roof                                |
| 8 | Not Applicable - includes vehicle, outside area |
| 9 | Extent of Damage - unclassified                 |
| 0 | Extent of Damage - unknown                      |

## PERSON(S) STARTING FIRE INCIDENT

Person(s) starting fire incident refers to one or more persons who initiated the fire. The person(s) starting a fire would be directly involved in bringing together a source of ignition and material first ignited to start a fire, either deliberately, accidentally, or through a lack of knowledge of the hazards. This is a new variable in the manual.

For a single person, the coding as shown below would be straightforward. For two or more people involved in starting the fire, use the codes suggested for "Two or more persons". If necessary, please make additional comments in the "Brief Description of the Fire" section.

Here's how the new variable appears on the fire report:

Person(s) starting fire: Select only one category

	Age Range	Gender
One person		
Two or more	to	
<input type="checkbox"/> Unknown or N/A		

### CODES:

#### One person started the fire:

Age range (in years): (please select one code)

- |                |           |
|----------------|-----------|
| 1. 5 and under | 7. 40-49  |
| 2. 6-11        | 8. 50-59  |
| 3. 12-17       | 9. 60-69  |
| 4. 18-23       | 10. 70-79 |
| 5. 24-29       | 11. 80-89 |
| 6. 30-39       | 12. 90+   |

Gender: (please select one code)

1. Male
2. Female

*Example* A senior citizen (age=71, gender=male) started a fire while smoking in bed.

	Age Range	Gender
One person	10	1

#### Two or more persons started the fire:

Age range: (please enter the range of ages, for example 19 to 48)

Gender: (please select one code)

1. All male
2. All female
3. Both male and female

*Example* An adult (age=51, gender=female) started a cooking related fire while showing a child (age=15, gender=male) how to cook.

	Age Range	Gender
Two or more	15 to 51	3

Person(s) starting the fire are Unknown or Not Applicable (N/A): (Please check ☐ the box)

*Example* Person who started fire is unknown/undetermined or coding is not applicable.

<input checked="" type="checkbox"/> Unknown or N/A
--

## ACT OR OMISSION

It is not only the Igniting Object, the Fuel or Energy in conjunction with it, or the Form of Heat, which result in a fire; there is also a set of circumstances precipitated by human acts (something is done) or human omissions to act (something which has not been done).

The purpose of this classification is to indicate these acts or omissions, be they deliberate or negligent. It includes such actions as incendiary acts and negligent use of fuel sources, equipment or materials. It also includes such factors as mechanical failures which may have resulted from human omissions through lack of maintenance, or through design, construction or installation deficiencies.

Code 008 Act or Omission – Not Applicable may be used where no specific indication of a deliberate or negligent human act or omission has been found. (i.e. Urban-Wildland Interface exposure fire due to lightning strike)

Act or Omission should be coded according to one of the classifications listed below.

### CODES:

#### ARSON OR "SET FIRES"

020	Arson – For Fraudulent Purposes
030	Arson – For Vengeful/Spiteful Purposes
040	Arson – For Obscuring Other Crimes
050	Arson – To Satisfy Compulsive Desires (Pyromania)
060	Suspected Arson
110	Riot, Civil Commotion – Charges Laid
120	Riot, Civil Commotion – No Charges Laid
130	Vandalism, Mischief – Charges Laid
140	Vandalism, Mischief – No Charges Laid
150	Kids under 12 set fire
160	Kids 12-17 set fire
190	Arson or Other Set Fires – unclassified
100	Arson or Other Set Fires – motivation or reason cannot be determined

#### MISUSE OF SOURCE OF IGNITION

210	Smokers' Material
220	Thawing
230	Inadequate Control of "Open" Fire
240	Playing With Source of Ignition (Child - age unknown)
241	Playing With Source of Ignition – Child - 11 years of age or younger
242	Playing With Source of Ignition – Youth - 12 to 17 years of age
243	Playing With Source of Ignition – Adult - 18 years of age and older
250	Welding or Cutting too Close
260	Torch too Close
290	Misuse of Source of Ignition – unclassified
200	Misuse of Source of Ignition – cannot be determined

#### MISUSE OF MATERIAL IGNITED

310	Fuel Spilled Accidentally
320	Improper Fuelling Technique
330	Flammable Liquid to Kindle Fire
340	Cleaning, Washing Parts
350	Improper Container
360	Overheated Cooking Oil, Grease, Wax
370	Combustible Placed Too Close to Heat
380	Improper Storage
390	Misuse of Material Ignited – unclassified
300	Misuse of Material Ignited – cannot be determined

#### MECHANICAL/ELECTRICAL FAILURE/MALFUNCTION

- 410 Part Failure, Leak, Break
- 420 Automatic Control Failure
- 430 Manual Control Failure
- 440 Electrical Short Circuit
- 460 Part Worn Out
- 470 Backfire (engine)
- 490 Mechanical/Electrical Failure/Malfunction – unclassified
- 400 Mechanical/Electrical Failure/Malfunction – cannot be determined

#### CONSTRUCTION, DESIGN OR INSTALLATION DEFICIENCY

- 510 Design Deficiency
- 520 Construction Deficiency
- 530 Installed Too Close to Combustible
- 540 Other Installation Deficiency
- 550 Over Fusing
- 560 Suspected Faulty Connection Involving Aluminum Wiring
- 570 Suspected Faulty Connection Involving Copper Wiring
- 590 Construction, Design or Installation Deficiency – unclassified
- 500 Construction, Design or Installation Deficiency – cannot be determined

#### MISUSE OF EQUIPMENT

- 610 Overfueling
- 620 Woodburning Appliance
- 621 Log Rolled Out
- 622 Screen Not Closed
- 623 Glass Doors Exploded, Shattered
- 624 Paper Fell Out
- 625 Flying Embers
- 690 Misuse of Equipment – unclassified
- 600 Misuse of Equipment – cannot be determined

#### HUMAN FAILING

- 710 Asleep
  - Excludes suspected use of alcohol, drugs or medication classified under 760
- 720 Temporary Loss of Judgement Suspected - includes panic
- 730 Physical or Mental Disability
- 740 Accident\*
- 750 Suspected Impairment – use of alcohol, drugs or medication
- 760 Asleep - suspected use of alcohol, drugs or medication
- 761 Fatigued
- 770 Ignorance of hazard
- 780 Distracted, Preoccupied
- 790 Human Failing – unclassified
- 700 Human Failing – cannot be determined

\* The word accident is being phased out of injury prevention literature as it conveys the meaning of an unpredictable event that cannot be prevented. The Fire Commissioner's Statistics Reporting Manual (2002 edition) continues to use this word for coding purposes only. Reporting agencies are encouraged to describe the events leading to the fire incident in the "Brief Description of the Fire" section.

#### VEHICLE ACCIDENT

810	Automobile
820	Industrial Truck
830	Other Road Vehicle
840	Rail Vehicle
850	Watercraft
860	Aircraft
890	Vehicle Accident – unclassified
800	Vehicle Accident – cannot be determined

#### MISCELLANEOUS ACT OR OMISSION

910	Tampering with safety devices
990	Miscellaneous Act or Omission – unclassified
991	Hot exhaust/catalytic converter
008	Act or Omission – not applicable
000	Act or Omission – cannot be determined

## CIRCUMSTANCES CONTRIBUTING TO THE OUTBREAK OF FIRE

Examples of Coding for:

- Igniting Object (Source of Ignition)
- Fuel or Energy Associated with Igniting Object
- Energy Causing Ignition (Form of Heat)
- Material First Ignited

Example Description:		Igniting Object (Source of Ignition)	Fuel or Energy Associated with Igniting Object	Energy Causing Ignition (Form of Heat)	Material First Ignited
a)	A cooking oil fire starts in a deep fat fryer on top of a hot electric stove.	030	60	6	560
b)	A lighted cigarette is dropped into a waste basket igniting the paper	711	50	8	460
c)	Lightning sets fire to a roof covered with asphalt shingles.	010	70	3	020
d)	Gasoline is used to accelerate a fire in a wood stove/range.	231	10	4	510

**NOTE:**

In the last example the gasoline is the Material First Ignited with the direct flame in the wood-burning stove being the Fuel or Energy Causing Ignition.

## IGNITING OBJECT (SOURCE OF IGNITION)

The Igniting Object is the actual equipment, device or item which brings about ignition. The actual classification system is contained herein.

If there is no Igniting Object, code under 010. For example, if an electrical discharge from a transformer ignited the roof of a house, the igniting object would be the transformer, use code 520. Alternatively, if an electrical discharge in the form of lightning ignited the roof of a house, there would be no igniting object and Code 010 would apply.

### NOTES:

- a) Igniting Object refers to the complete equipment and not to component parts
- b) In the case of an exposure fire, code under 810-890.

### CODES:

#### GENERAL

- 010 No Igniting Object (i.e. lightning)

#### COOKING EQUIPMENT

- 020 Stove, Range, Top Burner Area - involving fire in pan
- 030 Stove, Range, Top Burner Area - involving fire in pot used as a deep fat fryer
- 040 Stove, Range, Top Burner Area - involving other circumstances
- 050 Oven of Stove, Range
- 060 Chafing Dish, Fondue
- 070 Deep Fat Fryer - separate appliance
  - 071 Commercial - Non-Turbulent Medium (Older Units)
  - 072 Commercial - Turbulent Medium (New-High Efficiency Units)
  - 073 Domestic/Household Temperature Controlled Deep Fat Fryer
- 080 Smoker (meat, fish, etc.)
- 110 Fry Pans, Grill Not On Stove
- 120 Other Portable Cooking Unit - includes hot plate, camp stove
- 130 Open Fired Broiler, Fixed Type
- 140 Open Fired Broiler, Portable Type - includes barbecue
- 150 Portable Food Warming Appliance - includes steam table, warming drawer, warming table
- 160 Toaster, Waffle Iron
- 170 Electric Kettle, Coffee Maker/Urn
- 180 Microwave Oven
- 190 Cooking Equipment - unclassified or unknown

#### HEATING EQUIPMENT

- 210 Central Heating Unit - includes furnace, boiler, stoker
- 220 Water Heater
- 230 Stationary Space Heater
  - Includes wall furnace, unit heater, room heater, heating stove, baseboard heater.
- 231 Wood stove
- 240 Portable Space Heater - includes room heater, salamander
- 250 Fireplace
  - 251 Zero Clearance Fireplace
  - 252 Fireplace Insert
  - 253 Free-standing Fireplace
  - 254 Masonary, Brick Fireplace
- 260 Chimney
  - 261 Factory Built Chimney
  - 262 Masonary Chimney
  - 263 Metal Chimney
- 270 Flue Pipe, Vent Connector
- 280 Radiant Heating Systems
  - 281 Ceiling
  - 282 Floor



290 Heating Equipment - unclassified or unknown

#### APPLIANCES & EQUIPMENT

- 310 Television, Computer Monitor
- 320 Radio, Stereo, Phonograph, Tape Recorder, Video Cassette Recorder
- 330 Clothes Dryer
- 340 Washing Machine
- 350 Central Air Conditioning & Refrigeration Equipment
- 360 Individual Air Conditioner or Dehumidifier
- 370 Individual Refrigeration Unit - includes refrigerator, freezer  
Includes refrigerator, freezer, refrigerated vending machine.
- 380 Pressing Iron - includes ironing machine
- 390 Portable Generator
- 410 Lawnmower
- 420 Snow Blower
- 430 Electric Blanket, Heating Pad
- 440 Incinerator
- 450 Heat tape/trace
- 460 Vehicle Related Heaters
  - 461 Interior Heaters
  - 462 Block Heaters
  - 463 Vehicle Battery Blanket
- 490 Appliances & Equipment - unclassified or unknown
- 491 Bar-b-q Starter (Electric)
- 492 Sauna Heater
- 493 Waterbed Heater
- 494 Vacuum Cleaner
- 495 Electric Can Opener
- 496 Paint Sprayer

#### ELECTRICAL DISTRIBUTION EQUIPMENT

- 510 Permanent Electric Wiring, Cable - includes junction box  
Includes power line, junction box.
- 511 Copper Conductors
- 512 Aluminum Conductors
- 520 Transformer
- 530 Switchgear - includes power switchgear only
- 540 Panelboard, Switchboard - includes fuse, circuit breaker
- 550 Switch, Outlet - includes receptacle, socket
- 560 Temporary Electric Wiring
- 561 Extension Cord
- 562 Construction Site Wiring/Field Wiring
- 563 Power Bars
- 570 Low voltage wiring - includes signal, communication, telephone, computer wiring (commonly below 30 volts).
- 580 Battery, Rectifier - includes charger, rotary converter
- 590 Electrical Distribution Equipment - unclassified or unknown

#### OTHER ELECTRICAL EQUIPMENT

- 610 Motor, 1HP & Over
  - Includes motor forming an integral part of an appliance or separated by a belt, chain or connecting shaft, generator motor. Excludes air conditioning and refrigeration equipment classified under 350, 360, or 370, dryer classified under 330, washing machine classified under 340, central heating unit classified under 210, lawnmowers classified under 410, snow blowers classified under 420.
- 620 Motor Under 1HP
  - Includes motor forming an integral part of an appliance or separated by a belt, chain or connecting shaft, generator motor. Excludes air conditioning and refrigeration equipment classified under 350, 360, or 370, dryer classified under 330, washing machine classified

- under 340, central heating unit classified under 210, lawnmowers classified under 410, snow blowers classified under 420.
- 630 Electronic Communications Equipment
- 640 Electronic Data Processing Equipment
  - Includes digital and analog computers, electronic sorting equipment, electronic data processing equipment. Excludes communications equipment classified under 570 and 630.
- 650 Incandescent Lamp, Light bulb - includes lantern, flashlight
- 651 Halogen Lamp - includes fixture
- 655 Grow Lamps/Lights - Commonly associated with hydroponics operations
- 660 Fluorescent Lamp - includes ballast
- 670 Video game equipment
  - Includes video lottery machines and electrical/electronic arcade games
- 680 Photocopier, facsimile (fax) or computer printer
- 690 Electrical Equipment - unclassified or unknown

#### SMOKER'S MATERIAL & "OPEN" FLAME

- 710 Smoker's Material
  - Includes cigarette, pipe, cigar and/or matches, lighter when used in conjunction with smoking. Excludes match, lighter when not associated with smoker's material classified under 720.
- 711 Smoker's Material - Cigarette
- 712 Smoker's Material - Pipe (Contents)
- 713 Smoker's Material - Cigar
- 714 Smoker's Material - Ashtray (Contents)
- 715 Smoker's Material - Match
- 716 Smoker's Material - Cannot be determined
- 717 Smoker's Material - Lighter
- 720 Match, lighter - not used in conjunction with smoking
- 721 Match
- 722 Lighter
- 723 Match or lighter - cannot be determined
- 730 Lamp, Lantern - excludes electric lamp, lanterns coded under 650
- 740 Candle, Taper
- 750 Cutting Torch
- 760 Welding Equipment
- 770 Torch - other than cutting, welding
  - Includes plumber's furnace, blow torch, plumber's torch, burner, soldering iron, paint stripping torch.
- 780 Hot Ashes, Embers - not associated with smoker's material
- 790 Smoker's Material & "Open" Flames - unclassified or unknown

#### EXPOSURE

- 810 Exposure, Structure Attached
- 820 Exposure, Structure Detached
- 830 Exposure, Lumber Yard
- 840 Exposure, Outside Storage Container, Tank
- 850 Exposure to "Open" Fire
  - Includes campfire, bonfire, warning flare, rubbish fire, "open" incinerator.
- 860 Exposure, Forest, Trees
- 870 Exposure, Grass, Shrub, Brush, Scrub
- 880 Exposure, Vehicle (As described in Section B - property classifications 8400-8890)
- 890 Exposure - unclassified or unknown

#### MISCELLANEOUS

- 900 Internal Combustion Engine - includes exhaust system
- 910 Heat Treatment Equipment
  - Includes furnace, oven, quench tank, casting, molding, forging equipment.
- 920 Industrial Oven - includes kiln

- Excludes oven used for food preparation classified under 050, heat treatment oven classified under 910.
- 930 Tar Pot
  - 940 Explosive - includes blasting agent
    - Includes blasting agent and all material so defined under the "Explosives Act".
  - 950 Fireworks - includes sparklers and flares
    - 951 Display or High Hazard Fireworks
    - 952 Shop Goods/Family Fireworks
    - 953 Sparklers
    - 954 Flares
  - 960 Bearing, Belting, Conveyor, Brake
  - 970 Commercial & Industrial Machinery, Equipment
    - Includes sawing, planing, grinding, forming, opening, picking, carding, garneting, weaving machinery, printing equipment, photographic equipment. Excludes appliances and equipment classified under 310 to 490, other electrical equipment classified under 510 to 590.
  - 980 Chemical Reaction, Spontaneous Combustion
  - 990 Miscellaneous Igniting Object - Unclassified
    - 991 Molotov Cocktail
  - 000 Igniting Object - Cannot Be Determined

## FUEL OR ENERGY ASSOCIATED WITH IGNITING OBJECT

Fuel or Energy denotes the fuel or energy normally used in conjunction with the Igniting Object, and should be coded according to one of the classifications listed below.

### NOTES:

- a) If lightning is involved, code under 70, whether or not an igniting object is also involved.
- b) In the case of an exposure fire, code under 80.

### EXAMPLE:

If a fire results from gasoline being used to accelerate a coal fired stove, the fuel or energy used in conjunction with the stove (igniting object) is the coal and should be classified under 10.

### CODES:

- 10 Coal, Wood
  - Includes coke, paper or waste used for lighting or incidental burning.
- 20 Fuel Oil - includes diesel and kerosene
- 30 Gasoline
- 40 Natural Gas or Other Fuel Gases
  - Includes materials composed predominantly of propane, propylene, acetylene, butane or mixtures of them.
- 41 Fuel Gas - Natural Gas
- 42 Fuel Gas - Propane
- 43 Fuel Gas - Other
- 44 Fuel Gas - Unknown
- 50 Smoker's material - includes cigarette, cigar, pipe, match or lighter
- 51 Match or Lighter Not Used In Conjunction With Smoking
- 60 Electricity
- 70 Lightning
- 80 Exposure Fire
- 90 Fuel or Energy - unclassified
- 00 Fuel or Energy - cannot be determined

## MATERIAL FIRST IGNITED

Material First Ignited is the actual material ignited which brings about the fire condition. It does not include the fuel or energy associated with the Igniting Object, except where the ignition of the fuel itself creates the fire condition. The actual classification system appears on the following pages.

### CODES:

#### BUILDING COMPONENTS

- 010 Roof Covering - wood
- 020 Roof Covering - other than wood
- 030 Exterior Wall Covering, Surface, Finish - includes eave
- 040 Exterior Trim & Appurtenance
  - Includes door, porch, platform, balcony.
- 050 Floor Covering - wood
- 060 Floor Covering - linoleum, tile, plastic
- 070 Floor Covering - carpet, rug
- 080 Building Component - floor, ceiling, roof
  - Excludes floor covering classified under 50, ceiling covering classified under 130, 140, or 150.
- 090 Building Component - wall
  - Excludes exterior wall classified under 030 or 040, interior wall covering classified under 110 or 120.
- 110 Interior Wall Covering - excludes plastic classified under 120
- 120 Interior Wall Covering, Surface Material - plastic
- 130 Ceiling Covering, Surface Material - wood, high density fibreboard
  - Includes plywood, hardboard, chipboard.
- 140 Ceiling Covering, Surface Material - low density fibreboard
  - Includes softboard, pulpboard, paperboard.
- 150 Ceiling Covering, Surface Material - plastic
- 160 Insulation - wood, wood product (rigid)
  - Includes cellulose insulation. Excludes wood shavings, sawdust classified under 420.
- 170 Insulation - plastic - excludes electric insulation (950)
- 180 Insulation - mineral - includes binder, envelope
- 190 Building Components - unclassified
- 100 Building Components - cannot be determined

#### FURNITURE, FURNISHINGS

- 210 Furniture - upholstered
  - Includes chesterfield, sofa, davenport, couch.
- 220 Furniture - wood (not upholstered)
  - Includes table, bookcase, desk, chest of drawers, cabinet, dresser, filing cabinet, piano, organ, not upholstered chair.
- 230 Furniture - plastic (not upholstered)
- 240 Ironing Board
- 250 Mattress - includes hide-a-bed mattress, box spring
- 260 Bedding - includes blanket, sheet, comforter, eiderdown, heating pad, pillow
- 270 Drapery - includes curtain, blind, tapestry
- 280 Broom, Mop, Brush
- 290 Furniture, Furnishings - unclassified
- 200 Furniture, Furnishings - cannot be determined

#### CLOTHING, TEXTILES

- 310 Clothing - cotton
- 320 Clothing - wool
- 330 Clothing - synthetic fibre - includes mixed fibres
- 340 Fabric - cotton
  - Includes finished goods. Excludes fibre, yarn classified under 810, clothing classified under 310, bedding classified under 260, drapery classified under 270.

- 350 Fabric - wool  
Includes finished goods. Excludes fibre, yarn classified under 810, clothing classified under 320, bedding classified under 260, drapery classified under 270.
- 360 Fabric - synthetic fibre  
Includes finished goods. Excludes fibre, yarn classified under 810, clothing classified under 330, bedding classified under 260, drapery classified under 270.
- 370 Fur - includes finished goods
- 380 Tarpaulin - includes plastic sheeting used as tarpaulin
- 390 Clothing, Textiles - unclassified - excludes paper clothing (450)
- 300 Clothing, Textiles - cannot be determined

#### WOOD, PAPER PRODUCTS

- 410 Wood  
Includes box, barrel, case, finished lumber, plywood. Excludes structural component classified under the 100 series, furniture, furnishings classified under the 200 series and felled timber classified under 850.
- 420 Wood Shavings  
Includes chippings, sawdust, excelsior, wood wool, wood flour.
- 440 Paper, Packing Material - includes shredded paper
- 450 Paper Decoration - includes napkin, tablecloth, clothing, costume
- 460 Wastepaper - excludes garbage, trash classified under 960
- 470 Cardboard - includes carton, box
- 480 Paper Stock  
Includes stationery supplies, files, book, magazine, newspaper, writing paper.
- 490 Wood, Paper Products - unclassified
- 400 Wood, Paper Products - cannot be determined

#### FLAMMABLE LIQUIDS, COMBUSTIBLE LIQUIDS

- 510 Gasoline
- 520 Fuel Oil - includes Grades #1 to #6, kerosene
- 521 Diesel
- 522 Kerosene
- 523 Fondue Fuel
- 524 Lighter Fluid
- 530 Combustible Liquid (not otherwise specified) - flashpoint 37.8°C (100°F) and over. Includes varsol, shellsol, lubricating oils. Excludes fuel oil classified under 520, 521, 522.
- 531 Power steering fluid
- 532 Transmission fluid
- 533 Brake or hydraulic fluid
- 534 Motor grease, etc.
- 535 Crude oil
- 536 Motor oil
- 537 Contact cement
- 538 Glue
- 540 Flammable Liquid (not otherwise specified) - flashpoint under 37.8°C (100°F).  
Includes solvent, thinner, lacquer. Excludes gasoline classified under 510.
- 550 Paint, Varnish
- 560 Cooking Oil, Fat
- 561 Vegetable Oil - includes margarine
- 562 Animal Fat - includes butter and lard
- 563 Deep Fat Synthetic Frying Oil (not animal based)
- 570 Tar, Asphalt - includes pitch, bitumen
- 580 Polish, Wax
- 590 Flammable Liquids, Combustible Liquids - unclassified
- 500 Flammable Liquids, Combustible Liquids - cannot be determined

#### FLAMMABLE GASES

- 610 Natural Gas
- 630 Propane - includes butane, liquefied petroleum gases

640	Anaesthetic Gas
650	Acetylene
660	Hydrogen
690	Flammable Gases - unclassified
600	Flammable Gases - cannot be determined

#### CHEMICALS, PLASTICS, METALS

720	Cellulose Nitrate - includes celluloid, pyroxylin plastic materials
730	Plastics - excludes cellulose nitrate classified under 720
740	Oxidizing Material - includes bleach, hydrogen peroxide
750	Magnesium & Alloys
760	Titanium, Zirconium & Alloys
770	Rubber, Natural & Synthetic - includes tire, belting
780	Ammonium Nitrate
790	Chemicals, Plastics, Metals - unclassified
700	Chemicals, Plastics, Metals - cannot be determined

#### AGRICULTURAL, FORESTRY PRODUCTS

810	Fibres. Includes all natural and synthetic fibres, either raw or in process, natural and synthetic yarn, rope, twine, string, lint.
820	Grain, Flour, Starch and associated dusts
821	Food, starch (potato, rice, pasta)
822	Food, protein (vegetable or animal protein)
823	Food, fruit - vegetables (not otherwise specified)
830	Hay
840	Tree, Shrub
850	Felled Timber - excludes sawn lumber classified under 410
860	Grass, Brush, Leaves
870	Manure
880	Christmas Tree - natural. Excludes artificial classified under 980.
890	Agricultural, Forestry Products - unclassified
800	Agricultural, Forestry Products - cannot be determined

#### MISCELLANEOUS

911	Coke, coal
912	Barbecue starter sticks
913	Fire logs
914	Barbecue starter briquettes
915	Peat
920	Creosote - including in chimney
930	Sulphur, gunpowder
940	Wood treatment oil
950	Insulation, Electric - confined to electrical equipment Includes only when confined to electrical equipment.
960	Garbage, Trash, Rubbish
970	Oil Rags. Includes paint rags, waste impregnated with petroleum distillates.
980	Artificial Tree
990	Material First Ignited - Miscellaneous - unclassified
000	Material First Ignited - Miscellaneous - cannot be determined

## ENERGY CAUSING IGNITION (FORM OF HEAT)

Energy Causing Ignition refers to the energy which associates the Igniting Object with the Material First Ignited and should be coded to one of the classifications listed below.

### NOTES:

- a) If lightning is involved in a fire, code under 3.
- b) In the case of an exposure fire, code under 1, 4 or 6 as applicable.

### CODES:

- 1 Spark, ember - includes flying brand
- 2 Spark, electrical
  - Includes arc, discharge. Excludes static electrical spark classified under 3.
- 3 Spark, static electrical
- 4 Direct flame
- 5 Friction heat
- 6 Hot object
  - Direct heat by conduction or radiation, no direct contact with flames or embers.
- 7 Spontaneous
  - Excludes spontaneous ignition of incompatible chemicals.
- 8 Heat from smoker's material
  - Excludes match, lighter, classified under 4 when such are used other than in conjunction with smoker's material.
- 9 Energy causing ignition - unclassified
- 0 Energy causing ignition - cannot be determined



## OUTSIDE FIRE PROTECTION

Outside Fire Protection refers to the outside fire protection facilities available to combat a fire and should be coded according to one of the classifications listed below. It includes the provision of such facilities as water mains, hydrants and fire departments.

Outside Fire Protection refers to the provision of such facilities as fire department, water mains, hydrants, or combinations thereof.

### CODES:

- |   |   |
|---|---|
| 1 | Municipal Hydrant Protection & Fire Department          |
| 2 | Municipal Hydrant Protection & No Fire Department       |
| 3 | Municipal Fire Department Only                          |
| 5 | Private Hydrant Protection & Fire Department            |
| 6 | Private Hydrant Protection & No Private Fire Department |
| 7 | Private Fire Department Only                            |
| 8 | Not Applicable – no outside fire protection             |
| 9 | Outside Fire Protection – unclassified                  |
| 0 | Outside Fire Protection – cannot be determined          |

## **FLAME SPREAD – INTERIOR FINISH**

This classification denotes routes by which flames (char) spread beyond the room or area of origin.

### **CODES:**

- |   |   |
|---|---|
| 1 | Spread on Ceiling Finish                    |
| 2 | Spread on Wall Finish                       |
| 3 | Spread on Floor Finish                      |
| 4 | Spread on Ceiling & Wall Finish             |
| 5 | Spread on Ceiling & Floor Finish            |
| 6 | Spread on Wall & Floor Finish               |
| 7 | Spread on Ceiling, Wall & Floor Finish      |
| 8 | Not a Factor                                |
| 9 | Flame Spread Interior Finish - unclassified |
| 0 | Flame Spread Interior Finish - unknown      |

## **FLAME SPREAD – VERTICAL OPENINGS**

This classification denotes routes by which flames (char) spread beyond the room or area of origin of the fire.

### **CODES:**

- |   |  |
|---|--|
| 1 | Through Unenclosed Stairwell or Elevator Shaft   |
| 2 | Through Inadequate Firestopping - includes around pipes<br>Includes inside of walls, around pipes, poke-throughs, etc. |
| 3 | Through Air-Handling Ducts   |
| 4 | Through Utility Shaft  |
| 5 | Through Failure of a Rated Assembly  |
| 6 | By Way of the Exterior of the Building   |
| 8 | Not a Factor   |
| 9 | Flame Spread Vertical Openings - unclassified  |
| 0 | Flame Spread Vertical Openings - unknown   |

## FLAME SPREAD – HORIZONTAL OPENINGS

This classification denotes routes by which flames (char) spread beyond the room or area of origin of the fire.

### CODES:

- |   |  |
|---|--|
| 1 | Through Air-Handling Ducts                         |
| 2 | Through Attic Spaces, Ceilings or Concealed Spaces |
| 3 | Doors Burned Through in Rated Assembly             |
| 4 | Through Doors Open in Rated Assembly               |
| 5 | Through Corridor                                   |
| 6 | Through Utility Openings                           |
| 7 | Through Windows                                    |
| 8 | Not a Factor                                       |
| 9 | Flame Spread Horizontal Openings – unclassified    |
| 0 | Flame Spread Horizontal Openings – unknown         |

## SMOKE SPREAD AVENUES

Smoke Spread Avenues denotes the routes by which smoke spread beyond the room or area of origin, and should be coded according to one of the classifications below.

### CODES:

- |   |   |
|---|---|
| 1 | Through Air-Handling Ducts  |
| 2 | Through the Corridor  |
| 3 | Through the Elevator Shaft  |
| 4 | Through the Stairwell   |
| 5 | Through Openings in Construction - includes gaps between walls<br>includes gaps between slabs and walls, over doors, etc. |
| 6 | Through Utility Openings - horizontal walls   |
| 7 | Through Utility Openings - in floors  |
| 8 | Not a Factor  |
| 9 | Smoke Spread Avenues – unclassified   |
| 0 | Smoke Spread Avenues – unknown  |

## GENERAL CONSTRUCTION (AS RELATED TO PROPERTY CLASSIFICATION)

General construction describes the type of construction and should be coded in accordance with one of the following classifications.

### NOTES:

- a) If more than one type of construction is involved, code under that type of construction which constitutes the major portion.
- b) If general construction is not applicable as in the case of a vehicle, or outside area, code under 8.

### CODES:

- 1 Combustible Construction – open wood joist
- 2 Protected Combustible Construction – wood protected by plaster
- 3 Heavy Timber Construction
- 4 Non-Combustible Construction – exposed steel
- 5 Protected Non-Combustible Construction – protected steel or concrete
- 8 General Construction – not applicable
- 9 General Construction – unclassified
- 0 General Construction – unknown

## METHOD OF CONSTRUCTION

### CODES:

- 1 Stick Built – Constructed On Site
- 2 Manufactured – Assembled/Placed On Site
- 8 Not applicable – vehicle, outside area, etc.
- 0 Method of Construction – Unknown

## YEAR OF CONSTRUCTION

Year of construction should be coded under one of the classifications listed below. In many cases the figure will have to be an estimate. If the property involved has undergone renovation, code the original year of construction.

If the property involved is other than a building or structure (vehicle, outside area), code under 0008.

If the year of construction is completely unknown, code under 0000.

CODES: (based on 1976 Census of Canada groupings)

1920	1920 or before	1973	1973
1921	1921 to 1945	1974	1974
1946	1946 to 1950	1975	1975
1951	1951 to 1960	1976	1976
1961	1961 to 1965	1977	1977
1966	1966 to 1968	1978	1978
1969	1969	1979	1979
1970	1970	1980	1980
1971	1971	1981	1981
1972	1972	1982	1982

- Etc. -

0008 Not applicable  
0000 Year of Construction – unknown

### NUMBER OF OCCUPANTS

Number of Occupants refers to the estimated number of people in the building at the time of the fire. Number of Occupants should be coded under one of the classifications listed below.

#### CODES:

- |   |  |
|---|--|
| 1 | 1 to 10 Occupants                            |
| 2 | 11 to 60 Occupants                           |
| 3 | 61 to 100 Occupants                          |
| 4 | 101 to 300 Occupants                         |
| 5 | 301 to 500 Occupants                         |
| 6 | 501 to 1000 Occupants                        |
| 7 | Over 1000 Occupants                          |
| 8 | Not Applicable – vehicle, outside area, etc. |
| 9 | Unoccupied                                   |
| 0 | Cannot Be Determined                         |

## MANUAL FIRE PROTECTION FACILITIES

Manual Fire Protection Facilities refers to the provision of hand fire extinguishers or standpipe and hose systems and should be coded according to one of the classifications listed below.

### CODES:

- |   |  |
|---|--|
| 2 | Extinguishers & Standpipe System                 |
| 4 | Extinguishers                                    |
| 6 | Standpipe System                                 |
| 7 | No Manual Fire Protection                        |
| 8 | Not Applicable - outside area, etc.              |
| 9 | Manual Fire Protection Facilities – unclassified |
| 0 | Cannot Be Determined                             |

## SPRINKLER PROTECTION

Sprinkler Protection is only coded in the case of buildings and should be coded according to one of the classifications listed below. Sprinkler Protection may be installed throughout the building in which case the system should be classified as "complete", or in part of the building only. If there are less than 10 sprinklers, the building is considered to be not sprinklered.

(Exception: some properties may be completely protected by a sprinkler system with less than 10 sprinkler heads. Where a structure has been sprinklered in conformance with NFPA 13 it will be considered to be fully protected by a sprinkler system.)

In addition, the sprinkler system could be central station supervised or the building could be provided with standard watchman service consisting of regular recorded rounds, the alarms from the sprinkler system could be directly transmitted to fire alarm headquarters, or the alarms could be local only, which fact should be indicated by using the appropriate classification.

### CODES:

- |   |   |
|---|---|
| 1 | Complete Sprinkler Protection – supervised or watchman service  |
| 2 | Complete Sprinkler Protection – alarm to fire department        |
| 3 | Complete Sprinkler Protection – unsupervised, local alarms only |
| 4 | Partial Sprinkler Protection – supervised or watchman service   |
| 5 | Partial Sprinkler Protection – alarm to fire department         |
| 6 | Partial Sprinkler Protection – unsupervised, local alarms only  |
| 7 | No Sprinkler Protection   |
| 8 | Not Applicable – vehicle, outside area, etc.                    |
| 9 | Sprinkler Protection – unclassified                             |
| 0 | Cannot Be Determined  |

## INITIAL DETECTION

Initial Detection refers to the means by which the fire incident was first detected and should be coded according to the classifications listed below. If the method of initial detection is known but is not included in the classifications listed below, code under 9.

### CODES:

- 1 Smoke Alarm Device – single station – **NOT** connected to a fire alarm system
- 2 Smoke Detector Device – connected directly to a fire alarm system
- 3 Heat Alarm Device – single station – **NOT** connected to a fire alarm system
- 4 Heat Detector Device – connected directly to a fire alarm system
- 5 Automatic Sprinkler System
- 6 Automatic System Other Than Sprinkler
- 7 Visual Sighting or Other Means of Personal Detection
- 8 No initial detection (burned out before detection)
- 9 Initial Detection – unclassified
- 0 Initial Detection – unknown

## FIXED SYSTEM OTHER THAN SPRINKLERS

Fixed System Other Than Sprinklers is only coded in the case of buildings and should be coded according to one of the classifications listed below. If the property involved is other than a building, e.g., vehicle or outside area, code under 8. If the Fixed System Other Than Sprinklers is known but the description is not included in the classification system, code under 9.

In addition, the system could be central station supervised or the building could be provided with standard watchman service consisting of regular recorded rounds, the alarms from this type of system could be directly transmitted to fire alarm headquarters, or the alarms could be local only, which fact should be indicated by using the appropriate classification.

### CODES:

- 1 Fixed System Other Than Sprinkler – supervised or watchman service
- 2 Fixed System Other Than Sprinkler – alarm to fire departments
- 3 Fixed System Other Than Sprinkler – unsupervised, local alarms only
- 4 No Fixed System
- 8 Not Applicable – vehicle, outside area, etc.
- 9 Fixed System Other Than Sprinkler – unclassified
- 0 Cannot Be Determined

## PERFORMANCE OF AUTOMATIC EXTINGUISHING EQUIPMENT

Performance of Automatic Extinguishing Equipment refers to whether the automatic extinguishing equipment operated in the room or area of origin of the fire, and should be classified according to one of the classifications listed below. If there is no automatic extinguishing equipment present in the room or area of origin of the fire, code under 8.

### CODES:

- 1 Equipment Operated
- 2 Equipment Should Have Operated But Did Not
- 3 Equipment Present but Fire Too Small to Require Operation
- 8 No Equipment Present in Room or Area of Origin of Fire
- 9 Performance of Automatic Extinguishing Equipment – unclassified
- 0 Performance of Automatic Extinguishing Equipment – unknown

## AUTOMATIC FIRE DETECTION SYSTEM

Automatic Fire Detection System is only coded in the case of buildings and should be coded according to one of the classifications listed below.

Automatic Fire Detection System may be central station supervised or directly connected to fire alarm headquarters or provided with local alarms only, which fact should be indicated by using the appropriate classification.

In addition, Automatic Fire Detection System may operate on the heat detection principle, either fixed temperature or rate-of-rise, or on the detection of products of combustion or smoke principle, which fact should also be indicated by using the appropriate classification.

### CODES:

- |    |  |
|----|--|
| 01 | No central alarm   |
| 02 | Single stage central alarm   |
| 03 | Single stage central alarm, connection to remote monitoring agency |
| 04 | Two stage central alarm  |
| 05 | Two stage central alarm, connection to remote monitoring agency    |
| 06 | Central alarm with voice   |
| 07 | Central alarm with voice, connection to remote monitoring agency   |
| 08 | Not applicable (vehicle, outside area, etc.)                       |
| 00 | Cannot be determined   |

Note: Installation of smoke alarms in a dwelling unit is not the same as the installation a fire alarm system.

## FIRE DETECTION DEVICES

### CODES:

- |    |   |
|----|---|
| 01 | No detection devices  |
| 02 | Smoke detectors/alarms  |
| 03 | Smoke detectors/alarms, heat detectors and smoke detectors/alarms in return air ducts |
| 04 | Heat detectors and smoke detectors/alarms in return air ducts                         |
| 05 | Heat detectors  |
| 06 | Smoke detectors/alarms and specialty detectors  |
| 07 | Heat detectors and specialty detectors  |
| 08 | Not applicable (vehicle, outside area, etc.)  |
| 09 | Heat detectors, smoke detectors/alarms and specialty detectors                        |
| 00 | Cannot be determined  |

Note: Specialty detectors include flame detectors, beam detectors and line detectors.

- NOTE:**
- 1) *Smoke alarms* conforming to the requirements of the Alberta Building and Fire Codes shall be installed in each *dwelling unit* and, except for *care or detention occupancies* required to have a fire alarm system, in each sleeping room not within a *dwelling unit*.
  - 2) *Smoke alarms* within *dwelling units* shall be installed between each sleeping area and the remainder of the *dwelling unit*, and where the sleeping areas are served by hallways, the *smoke alarms* shall be installed in the hallways.
  - 3) Except as permitted by Sentence (4), *smoke alarms* shall be installed, inspected, tested and maintained in conformance with the manufacturer's instructions and the Alberta Building Code.
  - 4) *Smoke alarms* are permitted to be battery operated in houses, including semi-detached houses, duplexes, triplexes, town houses, row houses and boarding houses constructed prior to July 5, 1977.
  - 5) *Smoke alarms* have their own audible device.
  - 6) *Smoke detectors* are associated with fire alarm systems.



## FIRE SERVICE

Fire Service describes the organization of the fire service in the municipality where the property is located and should be coded according to one of the classifications listed below.

### CODES:

10	Full Time Fire Department
20	Volunteer/Paid-On-Call Fire Department
30	Combined/Composite Full Time & Volunteer Fire Department
40	Police/Fire
41	Police Acting as Full Time Firefighters
42	Combined Police & Fire Department – Full Time
43	Combined Police & Volunteer Firefighters
50	Fire/Medical
51	Fire/Medical Full Time
52	Fire/Medical Volunteer
53	Fire/Medical Composite/Combined Full Time-Volunteer
60	Fire Service – Other
61	Aircraft (Emergency Response Services)
62	Forestry/Renewable Resources/Wildland
63	Industrial Volunteer/Paid-On-Call Brigade
64	Industrial Full Time Department
70	Fire Service – contract to others
80	Not Applicable – no fire service
90	Fire Service – unclassified
00	Fire Service – cannot be determined

Note: Fire/Medical refers to a combined Department function of providing structural fire response as well as pre-hospital emergency care.

## TRANSMISSION OF ALARM TO FIRE DEPARTMENT

Transmission of Alarm to Fire Department is the means by which the fire department was first notified, and should be coded according to one of the classifications listed below. If the method of transmission of the alarm to the fire department is known but is not included in the classifications listed below, code under 9. If the fire department was not notified or if there was such a delay that the fire department was unable to effectively combat the fire, code under 6.

### CODES:

- |   |  |
|---|--|
| 1 | Telephone Direct to the Fire Department – includes fire department operating their own 911 dispatch facility. The reporting person direct dials the fire alarm centre.   |
| 2 | Coded Signal Municipal Fire Alarm System. Included are telegraph or telephone systems, radio systems, and auxiliary connection to them.  |
| 3 | Private Fire Alarm System. Included are signals received from central stations and remote stations.  |
| 4 | Radio  |
| 5 | Direct Verbal Report to a Fire Station   |
| 6 | No Alarm Received - includes alarms when delayed appreciably. Includes alarms when delayed appreciably resulting in late or no response.   |
| 7 | Telephone Tie-Line to Fire Department – includes calls forwarded to fire department by outside 911 dispatch facility or central alarm and monitoring facility. The reporting person direct dials another emergency agency. Included are all calls received over a direct telephone tie-line from another emergency call centre or facility tied directly to the fire department. |
| 8 | Siren, Horn, or Other Alerting Device  |
| 9 | Transmission of Alarm to Fire Department – unclassified  |
| 0 | Transmission of Alarm to Fire Department – unknown   |

## RESPONSE TIME OF FIRST VEHICLE

Response time is the period of time from the receipt of the alarm by the Fire Department to the arrival of the first fire vehicle at the scene of the incident. Confirmation of arrival time should be by radio or recording wherever possible.

### CODES:

- |     |  |
|-----|--|
| XXX | Enter Actual Response Time in Minutes (e.g. 005, 015, 110) |
| 997 | No Fire Department Response                                |
| 998 | Not Reported   |
| 999 | Unknown  |

## ACTION TAKEN

Action Taken refers to the action taken to combat the fire and should be coded according to one of the classifications listed below.

### CODES:

- |   |  |
|---|--|
| 1 | Extinguished by Occupant                           |
| 2 | No Extinguishment (Burned itself out – cold fire)  |
| 3 | Extinguished by Fire Department                    |
| 4 | Extinguished by Automatic System                   |
| 5 | No Action Taken (i.e. exposure damage, blistering) |
| 9 | Action Taken – unclassified                        |
| 0 | Action Taken – unknown                             |

## METHOD OF FIRE CONTROL & EXTINGUISHMENT

Method of Fire Control and Extinguishment refers to the method whereby the fire was controlled and extinguished and should be coded according to one of the classifications listed below. If this involves several methods, only code that method which essentially controlled or extinguished the fire.

### CODES:

#### HAND HELD EXTINGUISHER

- 11 Water Pump Tank
- 12 Water Pressurized
- 13 Wet Chemical
- 14 Foam
- 15 Vapourizing Liquid/Halon
- 16 Carbon Dioxide
- 17 Dry Chemical
- 18 Multi-Purpose Dry Chemical
- 19 Hand Fire Extinguisher – unclassified

#### STANDPIPE and HOSE SYSTEMS (Building Systems)

- 21 Small Hose – 38mm nominal size, straight stream nozzle
- 22 Small Hose – 38mm nominal size, combination nozzle
- 23 Large Hose – 65mm nominal size, straight stream nozzle
- 24 Large Hose – 65mm nominal size, combination nozzle
- 25 Continuous Flow Hose – less than 38mm, straight stream nozzle
- 26 Continuous Flow Hose – less than 38mm, combination nozzle
- 29 Standpipe System – unclassified

#### "MAKESHIFT" FIRE FIGHTING AIDS

- 31 Garden Hose
- 32 Water Bucket
- 33 Small Water Container
- 34 Sand Bucket
- 35 Dry Chemical & Scoop
- 36 Baking Soda
- 37 Smothering by Covering
- 38 Snow
- 39 "Makeshift" Fire Fighting Aid – unclassified

#### FIRE DEPARTMENT – WATER

- 41 Booster Hose – 25mm or less
- 42 38mm/44mm Hose – 1 hoseline
- 43 38mm/44mm Hose – 2 or more hoselines
- 44 65mm/77mm Hose – 1 hoseline
- 45 65mm/77mm Hose – 2 or more hoselines
- 47 Combinations of 38/44mm, 65mm, 77mm or larger hoselines
- 48 Portable/Fixed Water Deluge/Master Stream Set
- 49 Fire Department – Water – unclassified

#### FIRE DEPARTMENT – OTHER THAN WATER

- 51 Crash-Fire Foam Vehicle – using monitor
- 52 Crash-Fire Foam Vehicle – using handlines
- 53 Pumper – foam handlines only, via eductor/injector
- 54 Vehicle, Combination Foam-Dry Chemical
- 55 Vehicle, Dry Chemical – under 450Kg
- 56 Vehicle, Dry Chemical – 450Kg & over
- 57 Compressed Air Foam Systems
- 59 Fire Department - Other Than Water – unclassified

#### SPRINKLER SYSTEM

- 61 Wet Pipe System – includes central station supervised, standard watchman service, or alarm connection to fire department
- 62 Wet Pipe System – local alarm only
- 63 Dry Pipe System – includes central station supervised, standard watchman service, or alarm connection to fire department
- 64 Dry Pipe System – local alarm only
- 65 Pre-Action System – includes central station supervised, standard watchman service, or alarm connection to fire department
- 66 Pre-Action System – local alarm only
- 67 Deluge System – includes central station supervised, standard watchman service, or alarm connection to fire department
- 68 Deluge System – local alarm only
- 69 Sprinkler System – unclassified

#### FIXED SYSTEM OTHER THAN SPRINKLERS

- 71 Carbon Dioxide System
- 72 Dry Chemical System
- 73 Halon System
- 74 Conventional (Protein) Foam System
- 75 High Expansion Foam System
- 76 Foam-Water System
- 77 Water Spray System
- 78 Wet Chemical System
- 79 Fixed System Other Than Sprinklers – unclassified

#### BURNED OUT

- 81 Completely Burned Out Before Arrival of Fire Department
- 82 Incapable of Control by Fire Department on Arrival
- 83 Burned Out, No Extinguishment – Outside Fire Protection Area
- 84 Burned Out, Self-extinguished – Fire Department Not Called
- 89 Burned Out – unclassified

#### METHOD OF FIRE CONTROL & EXTINGUISHMENT – MISCELLANEOUS

- 91 Portable High Expansion Foam Generator
- 92 Carbon Dioxide Handhose System – 25Kg or more
- 93 Dry Chemical System – handhose system, 25Kg or more
- 94 Dry Powder – scoop or extinguisher (Class D)
- 99 Method of Fire Control & Extinguishment – unclassified
- 00 Method of Fire Control & Extinguishment - unknown

#### MUTUAL AID

Mutual Aid should be coded if fire department has any mutual aid agreements (may be formal or informal agreements).

#### CODES:

- 1 Requested And Received
- 2 Requested & Not Received
- 3 Not Requested
- 4 Given
- 8 Not Applicable

# TEMPERATURE (DEGREES CELSIUS)

## CODES:

- |   |                  |
|---|------------------|
| 1 | Over 38°C        |
| 2 | 32°C to 38°C     |
| 3 | 26°C to 31°C     |
| 4 | 10°C to 25°C     |
| 5 | 0°C to 9°C       |
| 6 | -1°C to -12°C    |
| 7 | -13°C to -23°C   |
| 8 | -24°C to -40°C   |
| 9 | Lower than -40°C |
| 0 | Undetermined     |

## FIRE DEPARTMENT INFORMATION

Complete the "Time of Alarm", "Time Arrived at Fire", "Officer in Charge", "Fire Department Incident Number" (if applicable) and "Fire Department Location" fields.

**NOTE:** For the "Time of Alarm" and "Time Arrived at Fire" fields, use the 24-hour clock: 0001-2400.  
For example: an alarm at 1:15 p.m. will be coded 1315.

## GENERAL INFORMATION

### Claims Adjuster and Insurance Company:

Indicate the adjuster's name and the name of the adjusting firm where available. The major insurance company involved in the claim should be indicated. Provision is made for the claim and policy numbers if known and is of assistance for follow-up purposes.

### Brief Description of the Fire:

Include any description or comments that help establish type of property, cause, origin, circumstances, etc. of this fire or any other pertinent information.

### Signature, Telephone Number, SCO Number, Designation Number and Date of Report:

The person submitting the report should sign it (and print their name as well), enter a telephone number where they can usually be reached during normal business hours. This will be useful should any clarification or additional information be required. The person submitting the report should enter the SCO number as well as their Designation number. The Date of Report is the actual date the report is being submitted.

## REPORTING PROCEDURES

- The Fire Commissioner's Office will accept fire incident and related reports either in hard copy format or in electronic format. The reporting procedures below apply to both these formats.
- The Fire Commissioner recommends that the **safety codes officer** submit a fire report (MAFP 1244) and any related reports to the Fire Commissioner's Office within 30 days after the date of the fire. If it appears that a report will not be submitted within 30 days after the date of the fire, please prepare and submit to the Fire Commissioner's Office an interim Fire Report (MAFP 1244) within that 30-day period, with a final report being submitted once the investigation has been completed.
- The following sections of the *Administrative Items Regulation* (consolidated up to 251/2001) under the *Safety Codes Act*, apply to the reporting procedures:
  - 9(1) A fire department that is aware of a fire within its jurisdiction, in which a person loses his life or suffers injury requiring medical attention or in which property is damaged or destroyed shall report the fire to a safety codes officer in the fire discipline.
  - (2) A fire safety codes officer in the fire discipline shall investigate the cause, origin and circumstances of every fire within his jurisdiction in which a person loses his life or suffers injury requiring medical attention or in which property is damaged or destroyed.
  - (3) This section does not apply to forest fires.
- 10 The safety codes officer described in section 9 shall,
  - (a) as soon as practicable after the completion of the investigation, prepare and submit to the Fire Commissioner a report in the form prescribed by this Regulation,
  - (b) if the safety codes officer has information that indicates the fire
    - i. is or may be of incendiary origin, or
    - ii. has resulted in loss of life,

immediately notify the Fire Commissioner, and

- (c) provide to the Fire Commissioner any further information respecting the investigation that the Fire Commissioner requests.

11(1) Every **insurance company** licensed to undertake contracts of fire insurance in Alberta shall, within 7 days after the end of every month, furnish a report to the Fire Commissioner in the form described in section 12 showing, with respect to every fire that occurred in Alberta in the previous month and in which that company is interested as insurer, the information requested by the form.

- (2) A person, firm or corporation who sustains a loss by fire on property in Alberta on which no insurance is in effect shall furnish a report to the Fire Commissioner in the form described in section 12 within 10 days after the occurrence of the fire.
- (3) A person who sustains loss by fire on property in Alberta that is insured wholly or partially with an insurance company not licensed or registered under the *Insurance Act* shall, within 10 days after the complete proofs of loss are furnished to the company with which the insurance is placed, furnish to the Fire Commissioner a report in the form described in section 12.
- (4) A person engaged in making adjustments of a loss or damage by fire in Alberta shall, within 7 days after the end of every month, furnish a report to the Fire Commissioner in the form required by this Regulation showing the adjustments made by the adjuster in the previous month.
- (5) If a person engaged in
- (a) making adjustments of a loss or damage by fire, or
- (b) investigating a fire, other than a peace officer or a person making an investigation under section 34 of the Act,

has information that indicates that the fire is or may be of incendiary origin, the person shall forthwith report that information to the Fire Commissioner.

12 Forms to be used for the reporting of fires pursuant to sections 10 and 11 are those prescribed in the most recent edition of the *Fire Statistics Reporting Manual* issued by the Fire Commissioner's Office, Department of Municipal Affairs of the Government of Alberta.

- Fire reports are required on all fires (as described in the "Definitions" on page vii of this manual). Safety codes officers, and whenever practical, individuals or corporations, shall make use of the Fire Report Form – MAFP 1244. Insurance companies and independent insurance adjusters shall use the Insurance Report – MAFP 1243.
- Additional report forms may also be required. Refer to page 74 for instructions on completing the Occupant Report MAFP 1295. Refer to page 76 for instructions on completing the Fire Casualty Report – MAFP 1242. Refer to page for instructions on completing the Smoke Detector / Alarm Report – MAFP 1245.
- Samples of the above forms appear on pages 72, 73, 75, 78 and 80.



Alberta  
Fire Commissioner's Office

FORWARD ONE COPY TO:  
Fire Commissioner's Office  
16th Floor, 10155 - 102 Street  
EDMONTON AB T5J 4L4

## Fire Report

FOR OFFICE USE ONLY

Fire Number	Municipal Code
-------------	----------------

### COMPLETE THIS FORM USING THE FIRE REPORT MANUAL

Day	Month	Year	Day of Week	Time	Municipality Where Incident Occurred	Incident Code	<b>REPORT</b> Check <u>one</u>
Location of Fire Incident - Full Address (Apt. Street City/Town OR Sec. Two Rge. Mer)						1	<input type="checkbox"/> First <input type="checkbox"/> Final
						Postal Code	<input type="checkbox"/> Change
Name of Occupant (Last, First, Initial)						Telephone Number	
Name of Owner (Last, First, Initial)						Telephone Number	

### VEHICLES, APPLIANCES OR OTHER EQUIPMENT LIST (if applicable)

Description of Item	Make	Year	Model	Serial Number	License Number	Prov/State
---------------------	------	------	-------	---------------	----------------	------------

### ENTER AMOUNTS BELOW TO THE NEAREST DOLLAR

Building or Vehicle Value	Building or Vehicle Loss Estimate	Uninsured Loss to Building or Vehicle	Building or Vehicle Claim Paid
\$	\$	\$	\$
Contents Value	Contents Loss Estimate	Uninsured Loss or Contents	Contents Claim Paid
\$	\$	\$	\$
Total (Add)	Total Loss Estimate	Total Uninsured Loss	Total Claim Paid
\$ 0	\$ 0	\$ 0	\$ 0

### IF INJURIES OR DEATHS OCCURRED COMPLETE A FIRE CASUALTY REPORT

INJURIES					DEATHS					PERSON(S) STARTING FIRE: Select one and complete			
F #	Min	Women	Out	Children	TOTAL	F #	Min	Women	Out	Children	TOTAL	Age Range	Gender
					0						0		
<input type="checkbox"/> One Person <input type="checkbox"/> Two or More <input type="checkbox"/> Unknown or N/A													

### RED NUMBERS REFER TO PAGES IN THE FIRE REPORT MANUAL

Property Class	Main Occupancy	Fireward Level or Grade	Height and Ground Floor Area
1	1	1	1
Extent of Fire: Extent of Damage	Extent of Collapse	Source of Ignition	Fuel or Energy Associated With Source of Ignition
1	1	1	1
Material First Ignited	Point of Heat	Outside Fire Extension	Flame Spread Interior
1	1	1	1
Flame Spread Horizontal	Vertical Construction	Method of Construction	Use of Construction
1	1	1	1
Number of Occupants	Manual Fire Protection	Sprinkler Protection	Wired Detection
1	1	1	1
Fixed Cabinet Other Truck Mounted	Performance of Automatic Extinguishing Equipment	Automatic Fire Detection System	Fire Detection Device
1	1	1	1
Fire Service	Operation of or Alarm	Response Time	Alarm Taken
1	1	1	1
Method of Fire Control	Material	Damage	Time of Alarm
1	1	1	1
Driver of Damage Vehicle: Position Assignment	Fire Department Incident Location	Fire Department Location	
1	1	1	

### INSURANCE INFORMATION

Carrier of Claims Adjuster	Name of Claims Company	Agent or Insurance Company
Adjuster Code	Claims Number	Policy Number

Give a Brief Description of the Fire: (Include a description of the fire, cause of fire, and any other information that may be relevant.)

Signature of Person Making Report

Print Name

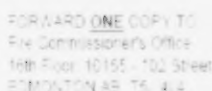
Telephone Number  
(Include Area Code)

Date

Occupation Number

City or Region





## FOR OFFICE USE ONLY

Fee Number	Municipal Code
------------	----------------

Day	Month	Year	Day of Week	Time	Municipality Where Incident Occurred	Incident Code	REPORT <small>Check one</small>	
Location of Fire Incident - Full Address, Apt. / Street, City/Town, OR, Sec., Tap, Rpt., Mer.						Posta Code	<input type="checkbox"/> First	<input type="checkbox"/> Final
Name of Occupant - Last, First, Initial						Insured, Yes	Address	Telephone Number
Name of Owner (Last, First, Initial)						Insured, Yes	Address	Telephone Number

## OCCUPANT REPORT

Use this heading for recording:

1. Occupants other than the owner.

In the case of a fire in any multiple-occupancy building (i.e. apartment building or strip mall), the owner of the building would go on the Fire Report – MAFP 1244 and information on occupants other than the owner would go in on a separate Occupant Report – MAFP 1295.

2. Personal property/content loss, even though the premises are not occupied by the "occupant".

Example: a person may have personal property lost in a fire involving premises that are not occupied by insured. (i.e. a fur coat stored in a fur vault or a camera destroyed in a fire while in a repair shop.)

Enter occupant's surname and given name. Indicate in the box provided whether or not property lost by occupant is insured. Enter "same address" if occupant lives at location of fire. If this is the occupant's business place, enter the occupant's home address.

If there are additional person(s) with losses, an Occupant Report must be completed for each person.

**\*\*\*NOTE: DO NOT** include the \$ figures from the Occupant Reports in the \$ figures on the Fire Report or the totals will be duplicated.



FORWARD ONE COPY TO:  
Fire Commissioner's Office  
10th Floor, 10355 - 102 Street  
EDMONTON, AB T5J 4L4

## Occupant Report

FOR OFFICE USE ONLY

File Number	Municipal Code
-------------	----------------

### COMPLETE THIS FORM USING THE FIRE REPORT MANUAL

City: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Municipality where Incident Occurred: \_\_\_\_\_

Location of Fire Incident: \_\_\_\_\_ Fire Address: \_\_\_\_\_ Street: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Fire: \_\_\_\_\_ Fire: \_\_\_\_\_

Phone Code: \_\_\_\_\_

### REPORT

Check one:

☐ First ☐ Repeat

☐ Change

Telephone Number: \_\_\_\_\_

Residence Location: \_\_\_\_\_



Name of Occupant (Last, First, Middle): \_\_\_\_\_

Household Address: \_\_\_\_\_

City: \_\_\_\_\_

Prov: \_\_\_\_\_

Name of Other Adult (First, Last): \_\_\_\_\_

Household Address: \_\_\_\_\_

City: \_\_\_\_\_

Prov: \_\_\_\_\_

### ENTER AMOUNTS BELOW TO THE NEAREST DOLLAR



Content Value: \_\_\_\_\_

Contents Loss Estimate: \_\_\_\_\_

Estimated Loss of Contents: \_\_\_\_\_

Contents Cash Paid: \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

### INSURANCE INFORMATION

Name of Carrier (Last): \_\_\_\_\_

Type of Carrier (Policy): \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Agent Code: \_\_\_\_\_

Code of Location: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Signature of Person Making Report: \_\_\_\_\_

Print Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

During Hours of Office Hours

ACC Number: \_\_\_\_\_

Detachment Number: \_\_\_\_\_

Date of Report: \_\_\_\_\_

FORM 1265 (2/2007)

This report is confidential and is used for the purpose of the Fire Report Manual. It is not to be released to the public. For questions about the collection of this information, call the Fire Commissioner's Office at 10355 - 102 Street, Edmonton, Alberta T5J 4L4 (780) 427-6146.

## FIRE CASUALTIES – FIRE CASUALTY REPORT

Where fires result in human deaths or injuries, the additional information below is required for each fire death or injury.

### AGE OF VICTIM

XXX If exact age is not known, give an estimate to the nearest 10 years. (Enter actual number)

### SEX OF VICTIM

#### CODES:

- 1 Male
- 2 Female
- 3 Unknown

### STATUS OF VICTIM

#### CODES:

- 1 Firefighter
- 2 Civilian

### NATURE OF CASUALTIES

#### CODES:

- 1 Death
- 2 Minor Injury (Less Than 1 Day Hospital or Off Work)
- 3 Light Injury (Hosp. 1-2 Days and/or Off Work 1-15 Days)
- 4 Serious Injury (Hosp. 3+ Days and/or Off Work 16+ Days)

### PROBABLE/POSSIBLE CAUSE

#### CODES:

- 1 Smoke Inhalation
- 2 Burn
- 3 Physical Injury
- 4 Other

### CLASS OF VICTIM

#### CODES:

- 1 Senior Citizens (65 Years of Age and Older)
- 2 Adults (18 – 64 Years)
- 3 Youth (12 to 17 years of age)
- 4 Children (11 and Under)

### CONDITION OF CASUALTY (Select the one most appropriate condition which contributed to the casualty)

#### CODES:

- 11 Asleep at Time of Fire
- 12 Bedridden or Other Physical Handicap
- 13 Impairment by Alcohol, Drugs or Medication
- 14 Awake & No Physical or Mental Impairment at the Time of Fire
- 15 Under Restraint or Detention
- 16 Too Young to React to Fire Emergency
- 17 Mental Handicap - includes senility
- 18 Child Left Unattended
- 19 Condition of Casualty – unclassified
- 10 Condition of Casualty – unknown

## ACTION OF CASUALTY

### CODES:

21	Injured While Attempting to Escape
22	Over-Exertion, Heart Attack
23	Entered or Remained for Rescue Purposes
24	Entered or Remained for Fire Fighting
25	Entered or Remained to Save Personal Property
26	Loss of Judgement or Panic
27	Received Delayed Warning
28	Did Not Act
29	Action of Casualty – unclassified
20	Action of Casualty – unknown

## IGNITION OF CLOTHING OR OTHER FABRICS

If casualty asphyxiated, use code 30, "not applicable".

### CODES:

31	Outer Clothing
32	Sleepwear
33	Underclothing
34	Costume
35	Bedding or Bed Linen (includes pillow)
36	Mattress
37	Upholstered Furniture
38	Rugs
39	Ignition of Clothing or Other Fabrics – unclassified
30	Ignition of Clothing or Other Fabrics – not applicable

## TYPE OF FABRIC OR MATERIAL IGNITED

If casualty asphyxiated, use code 40, "not applicable".

### CODES:

41	Cotton
42	Wool
43	Other Natural Fibre
45	Other Synthetic Fibre
46	Mixture of Fibres
47	Rubber
48	Plastics or Plastic Foam
49	Type of Fabric or Material Ignited – unclassified
40	Type of Fabric or Material Ignited – not applicable

## CAUSE OF FAILURE TO ESCAPE

### CODES:

51	Trapped by Rapid Spreading of Fire/Smoke – through vertical openings, stairways, elevators
52	Trapped by Rapid Spreading of Fire/Smoke – through horizontal openings
53	High Flame Spread of Combustible Interior Finish
54	Building Collapse
55	Falling Debris
56	Explosion
57	Exit Blocked, Locked, or Obstructed
58	Outdoor Fire – includes forest/brush fires
59	Cause of Failure to Escape – unclassified
50	Cause of Failure to Escape – unknown



Fire Commissioner's Office  
1000 - 100 Street  
Edmonton, AB T6C 1A4

# COMPLETE THIS FORM USING THE FIRE REPORT MANUAL Where necessary choose the appropriate code and place in space provided.

## Fire Casualty Report

FOR OFFICE USE ONLY  
File Number

**A separate Fire Casualty Report must be submitted for each death or injury that occurs.**

DATE OF FIRE: Day Month Year  
TIME: Hour Minute  
LOCATION OF FIRE: P.B. Address Apt. Other: Children: OF: Sex: Type: Risk: Mark

MUNICIPAL CODE

NAME OF VICTIM  
Last First

File #

Case #

AGE

SEX

1 - Male  
2 - Female  
3 - Unknown

### Nature of Casualty

- 1 - Death
- 2 - Minor injury: less than 7 days in hospital or off work
- 3 - Light injury: in hospital for 7 days or out of work 7 to 15 days
- 4 - Serious injury: in hospital more than 15 days or out of work more than 15 days

### Probable

### Possible Cause

- 1 - Smoke Inhalation
- 2 - Burn
- 3 - Physical Injury
- 4 - Other

### Class of Victim

- 1 - Senior Citizen
- 2 - 65 years of age and over
- 3 - Adults: 16 to 64 years of age
- 4 - Youth: 12 to 15 years of age
- 5 - Children: 11 years of age and under

### Status

- 1 - Foreign born
- 2 - Canadian

### Condition of Casualty

- 1 - Asleep at time of fire
- 2 - Bedridden or other physical handicap
- 3 - Impaired by a physical or mental condition
- 4 - Asleep and no chance to move or respond at time of fire
- 5 - Under restraint or detention
- 6 - Too young to react to fire emergency
- 7 - Mental handicap: feeble
- 8 - Leg handicapped: chairmen
- 9 - Condition of casualty - unknown
- 10 - Condition of casualty - unknown

### Ignition of Clothing or Other Fabrics

- 11 - Under clothing
- 12 - Sweater
- 13 - Under clothing
- 14 - Costume
- 15 - Bedding or bed linen or pillow
- 16 - Mattress
- 17 - Upholstered furniture
- 18 - Rug
- 19 - Ignition of clothing or other fabrics - undetermined
- 20 - Ignition of clothing or other fabrics - not applicable

### Cause of Failure to Escape

- 21 - Trapped by rapid spreading of fire - smoke through window openings: undetermined
- 22 - Trapped by rapid spreading of fire - smoke through window openings
- 23 - High flame spread of furniture: material found at base of flames or floor
- 24 - Slipping or falling
- 25 - Falling debris
- 26 - Entrapment
- 27 - Entrapment: blocked or obstructed
- 28 - Cause of failure to escape: unknown
- 29 - Cause of failure to escape: unknown
- 30 - Cause of failure to escape: unknown

### Action of Casualty

- 31 - Injured while attempting to escape
- 32 - Overexertion: heart attack
- 33 - Entrapped or restrained for rescue purposes
- 34 - Entrapped or restrained for firefighting
- 35 - Entrapped or restrained to save personal property
- 36 - Loss of judgement or panic
- 37 - Received delayed warning
- 38 - Did not act
- 39 - Action of casualty - undetermined
- 40 - Action of casualty - unknown

### Type of Fabric or Material

- 41 - Cotton
- 42 - Wool
- 43 - Other natural fibre
- 44 - Other synthetic fibre
- 45 - Mixture of fibres
- 46 - Plaster
- 47 - Plastic
- 48 - Fibre or plastic foam
- 49 - Type of fabric or material: undetermined
- 50 - Type of fabric or material: undetermined

### REMARKS

Signature of Person Making Report

Position of Person Making Report

File Number

Designation Number

Date of Report

FPFR 1040 (2001)

This personal information is being collected under the authority of the Access to Information Act and will be managed in accordance with the Access to Information Act and the Privacy Act. Questions about the collection of this information can be directed to the Fire Commissioner's Office, 1000 - 100 Street, Edmonton, Alberta T6C 1A4. (506) 427-6162.

### SMOKE DETECTOR/ALARM REPORT

A smoke detector/alarm report is required for all residential or institutional property fires.

#### MANUFACTURER OF DETECTOR OR ALARM

Print name of the manufacturer.

#### MODEL NUMBER

Print model number of detector or alarm.

#### TYPE OF SMOKE DETECTOR

1	Ionization	4	Other
2	Photoelectric	5	Unknown
3	Combination	6	Not Applicable

#### POWER SOURCE OF SMOKE ALARM DEVICE

1	Hardwired	3	Unknown
2	Battery	4	Not Applicable

#### PERFORMANCE OF SMOKE ALARM DEVICE

##### CODES:

00	No Smoke Alarm
01	Alarm in Room of Origin - Activated
02	Alarm Not in Room of Origin - Activated
03	Alarm in Room of Origin - Not Activated - Non-suitable Location
04	Alarm in Room of Origin - Not Activated - Battery Dead
05	Alarm in Room of Origin - Not Activated - No Battery
06	Alarm in Room of Origin - Not Activated - AC Not Connected/Disabled
07	Alarm in Room of Origin - Not Activated - Mechanical Failure
08	Alarm Not in Room of Origin - Not Activated - Battery Dead
09	Alarm Not in Room of Origin - Not Activated - No Battery
10	Alarm Not in Room of Origin - Not Activated - AC Not Connected/Disabled
11	Alarm Not in Room of Origin - Not Activated - Mechanical Failure
12	Not Enough Smoke to Activate Smoke Alarm
99	Smoke Alarm Activation - Unknown

#### IMPACT OF SMOKE ALARM ACTIVATION ON OCCUPANT RESPONSE/EVACUATION

##### CODES:

00	Not Applicable/No Occupants
01	Occupants Evacuated Safely
02	Occupants Did Not Evacuate - Alarm Inaudible
03	Occupants Did Not Evacuate - Physically/Mentally Challenged
04	Occupants Did Not Evacuate - Age Related (Infants/Aged)
05	Occupants Did Not Evacuate - Unnecessary to Evacuate
06	Occupants Did Not Evacuate - Suspected Influence of Drugs/Alcohol
99	Occupant Response/Evacuation - Unknown

#### OCCUPANTS IN DWELLING UNIT AT TIME OF FIRE

(Use Estimated Number - For None or Not Determined, Enter "00")

Senior Citizens (65 Years of Age and Older)  
XX      Number

Number of Youth (12 - 17 Years)  
XX      Number

Number of Adults (18 - 64 Years)  
XX      Number

Number of Children (11 and Under)  
XX      Number



Fire Loss Prevention Office  
5th Floor, 10115 - 102 Street  
Edmonton AB T6J 4L4

## Smoke Detector / Alarm Report

FOR OFFICE USE ONLY

Fire Number

**A Smoke Detector / Alarm Report must be submitted with the Fire Report for residential or institutional property fires.**

DATE OF FIRE

Day Month Year

TIME

MUNICIPALITY WHERE INCIDENT OCCURRED

MUNICIPAL CODE

LOCATION OF FIRE INCIDENT - For Address (400 - Street City/Town) OR Box, P.O., Rte. Name

NAME OF OWNER / OCCUPANT

MANUFACTURER OF DETECTOR OR ALARM

MODEL NUMBER

TYPE OF SMOKE DETECTOR 1. Ionization 2. Photoelectric 3. Combination 4. Other 5. Unknown 6. Not Applicable

POWER SOURCE OF SMOKE ALARM DEVICE 1. Hardwired 2. Battery 3. Unknown 4. Not Applicable

PERFORMANCE OF SMOKE ALARM DEVICE

- |   |   |
|---|---|
| 00. No smoke alarm  | 07. Alarm within room of origin - not activated - mechanical failure        |
| 01. Alarm in room of origin - activated                                 | 08. Alarm within room of origin - not activated - battery dead              |
| 02. Alarm not in room of origin - activated                             | 09. Alarm not in room of origin - not activated - no battery                |
| 03. Alarm in room of origin - not activated - non-suitable location     | 10. Alarm not in room of origin - not activated                             |
| 04. Alarm in room of origin - not activated - battery dead              | 11. Alarm not in room of origin - not activated - AC not connected/disabled |
| 05. Alarm within room of origin - not activated - no battery            | 12. Alarm not in room of origin - not activated - mechanical failure        |
| 06. Alarm in room of origin - not activated - AC not connected/disabled | 13. Not enough smoke to activate smoke alarm                                |
|   | 99. Smoke alarm activation - unknown  |

IMPACT OF SMOKE ALARM ACTIVATION ON OCCUPANT RESPONSE/EVACUATION

OCCUPANTS IN DWELLING UNIT AT TIME OF FIRE

00. Not applicable/no occupants  
01. Occupants evacuated safely  
02. Occupants did not evacuate - alarm inaudible  
03. Occupants did not evacuate - physical/mental challenge  
04. Occupants did not evacuate - age related (infants/aged)  
05. Occupants did not evacuate - unnecessary to evacuate  
06. Occupants did not evacuate - suspected influence of drugs/alcohol  
09. Occupant response/evacuation - unknown

Senior Citizens (65+ years of Age and Older)

Adults (18 - 64 Years)

Youth (12 - 17 Years)

Children (11 and Under)

REMARKS

Signature of Person Making Report

Print Name

Date

This personal information is being collected under the authority of the Safety Codes Act and will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information can be directed to the Fire Commissioners' Office, 505 - 4th Avenue Place, 10115 - 102 Street, Edmonton, Alberta T6J 4L4, (780) 427-8762.

M4FR 1045 (2011)EN



**EXAMPLES ILLUSTRATING USE OF THE CODING FOR:  
PROPERTY CLASSIFICATION (PC)  
MAJOR OCCUPANCY (MO)**

**EXAMPLE 1**

Fire in a restaurant which

- (a) is in a hotel.
- (b) is in an underground shopping plaza which is connected to office buildings, under separate management.
- (c) completely occupies its own building.

MO	PC
33	1710
57	1710
17	1710

**EXAMPLE 2**

Fire occurs in a medical laboratory where the laboratory:

- (a) occupies its own building.
- (b) is situated inside a medical office building.

91	9180
41	9180

**EXAMPLE 3**

Fire in a single detached 1-family home.

34	3110
----	------

**EXAMPLE 4**

Fire in an apartment with 60 units.

32	3250
----	------

**EXAMPLE 5**

Fire in one 1-family unit of a six-unit row house in the same property area as apartment buildings – all buildings are under the same management.

31	3240
----	------

**EXAMPLE 6**

Fire in an explosives manufacturing plant

69	6120
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**EXAMPLE 7**

Fire in ladies wear store, which spreads to a specialty food store in a shopping plaza.

57	5210
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**EXAMPLE 8**

Fire starts in a car which is:

- (a) parked outside a single detached 1-family home
- (b) parked inside a single attached garage causing structural damage to garage (vehicle is considered part of the contents of the garage).
- (c) parked inside a single attached garage not causing structural damage to garage.

95	8611
34	7810
34	8611

## Frequently Asked Questions

### 1. What are the minimum requirements for a fire to be reported to the FCO?

They must meet the appropriate definition of fire as defined in the Fire Statistics Reporting Manual. These components are listed below:

#### A. Fire

Any instance of destructive and uncontrolled burning, including explosion of combustible solids, liquids or gases. Fire does not include the following, except where they cause fire or occur as a consequence of fire:

- a. lightning or electrical discharge;
- b. explosions of steam boilers, hot water tanks or other pressure vessels due to internal pressure and not due to internal combustion;
- c. explosions of ammunition or other detonating material;
- d. accidents involving ship, aircraft or other vehicle;
- e. forest (that fall under the Forest & Prairie Protection Act & any Federal jurisdiction);
- f. grass or brush or rubbish except for harvestable products; and
- g. overheat condition.

**NOTE:** This definition restricts fire incidents to be reported nationally to those which cause deaths or injuries or which destroy or damage property having a value that may be expressed in terms of dollars. The system provides for the collection of information on losses such as brush fires, etc. that may be of use to local authorities. For the purpose of the exclusion in e. and f. above, forest, grass or brush fires are defined as free burning fires in wooded or open country where only natural elements are destroyed. Overheat is described as alteration of material by heat without self-sustained combustion. Removal of the heat source will stop the alteration process. It may also be described as the stage before ignition. Examples are: an overcooked roast in the oven, discolouration caused by hot metal on a kitchen counter, or a cigarette scar on a table or on a carpet.

#### B. Exposure Fire

An exposure fire occurs as a direct consequence of a fire originating in either:

- a. a completely detached segregated building, structure or facility; or
- b. an outside open area.

**Separate reports are required for the originating fire and all exposure fires.**

**NOTE:** If a building fire ignites or damages a vehicle parked nearby, the vehicle fire becomes an exposure fire. If a building fire results from a vehicle collision, the building fire is classified as an exposure fire. If a vehicle is parked in the structure, it is not a separate fire but part of the contents. A fire in a garage attached to a residence is **NOT** a separate fire any more than the various stores in a shopping centre or various apartments in an apartment building. If a building fire results from the spread of a forest, brush or rubbish fire, the building fire is considered to be an exposure fire.

### 3. Reporting Procedures

The Fire Commissioner's Office will accept fire incident and related reports either in hard copy format or in electronic format. The reporting procedures below apply to both these formats.

- The following sections of the *Administrative Items Regulation* 16/2004 under the *Safety Codes Act*, apply to the reporting procedures:
  - 8(1) Subject to subsection (2), if the responding officer of a fire department knows of a fire within the department's jurisdiction in which a person dies or suffers an injury that requires professional medical attention or in which property is damaged or destroyed, the reporting officer must report the fire to a safety codes officer in the fire discipline.
  - (2) A safety codes officer for the fire discipline must investigate the cause, origin and circumstances of every fire within the safety codes officer's jurisdiction in which a person

dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

(3) This section does not apply to forest fires.

9 A safety codes officer for the fire discipline who investigates the causes and circumstances of a fire must

(a) within 30 days after the date of the fire started prepare and submit to the Fire Commissioner a report in a form satisfactory to the Fire Commissioner, and

(b) immediately notify the Fire Commissioner if the safety codes officer has information that indicates the fire.

i. is or may be of incendiary origin, or

ii. has resulted in loss of life, and

(c) provide to the Fire Commissioner any further information respecting the investigation that the Fire Commissioner requests.

2. If I don't know the \$ loss for a fire damaged property, can I submit the incomplete report to the FCO?

We require a \$ loss estimate of some sort for each and every fire. The key word here is ESTIMATE, however your estimates are more likely to be closer than ours would be, as you're more familiar with the area and the structures in the area and what they might be worth. If we get a report from the Insurance Adjuster, the \$ figures from them will replace the fire department figures. Not all properties are insured, and therefore we will not get reports from an Insurance Adjuster in all cases. In that case we rely on the fire departments for at least a ballpark figure.

3. What are the common coding errors that fire departments make?

1. Coding motor homes, mobile homes, etc. as vehicles rather than structures, despite the fact that they're included in the residential section of the property class rather than the vehicle section.
2. Continually putting the Fuel Or Energy Associated with Source of Ignition (page 52 of manual) as the Material First Ignited rather than associating it with the Source of Ignition as intended (i.e. Somebody uses a match to start gasoline on fire, the Source of Ignition is a Match, the Fuel or Energy should be Match or Lighter Not Used in Conjunction With Smoking, but is quite frequently coded as Gasoline, which is actually the Material First Ignited).
3. Not being specific enough with the coding (for example, the fire department knows that the Source of Ignition is a cigarette, however instead of coding the Source of Ignition as 711-Smoker's Material-Cigarette, they code it as the more generic 710-Smoker's Material)
4. Coding the Manual Fire Protection as an 8 (not applicable) in vehicles (page 62 of manual). You CAN have fire extinguishers in the vehicles, therefore the only codes that will be allowed for Manual Fire Protection in vehicles is 4, 7 or 0. If an 8 is entered it will come up with an error message.
5. Unknown (cannot be determined) is coded as 0 **NOT** 9.
6. If the Fire Detection Devices code (page 64 of manual) is either 02, 03, 04, 06 or 09, a Smoke Detector/Alarm Report is required to be completed and submitted to the FCO.
7. Fire departments frequently submit only one report with all the information on it, including the combined \$ Loss Estimate in the case of exposures. We require a separate report for each property involved in a fire (i.e. a garage fire damages the vehicle sitting in the driveway, we require 2 separate reports – one for the garage and one for the vehicle).
8. If a casualty is marked off on the Fire Report, please make sure that any and all corresponding Casualty Reports are submitted with the Fire Report.

4. Do all fire reports need to be signed by a SCO?

Yes, all fire reports and accompanying reports must be signed and approved by a SCO and have their Designation Number included. If your municipality is non-accredited, and as such, does not have its own municipal Safety

Codes Officer, your municipality will have a pre-assigned regional Fire Safety Officer with this designation from the FCO. Contact the FCO to have your regional Fire Safety Officer arrange an approval process with you.

**5. What are some differences between the fire reporting procedures of accredited and non-accredited municipalities under the Fire discipline?**

Accredited municipalities are required to submit reports to the FCO after the investigation is complete. Non-accredited municipalities are only required to notify a SCO (usually one of the FCO's FSO's) of the fire. The SCO is the one required to ensure there is an investigation done, and submit the completed report(s) to the FCO.

**6. How is the FCO applying FOIP to fire report information it collects? How does it meet FOIP requests at present?**

At the present time the FCO does not release any of the fire report information it collects. If we receive a request for information, we refer the client to the responding fire department or RCMP detachment for information. If we receive a formal FOIP request we submit the request, along with all applicable reports, to our FOIP Assistant and they review the request and the information and decide what can and cannot be released.

**7. When is a Smoke Alarm report required/not required along with the fire report?**

If the Fire Detection Devices code is either 02, 03, 04, 06 or 09, a Smoke Detector/Alarm Report is required to be completed and submitted to the FCO. If there is no smoke detector in the structure a report is not required. Smoke Detector/Alarm Reports are NOT required for vehicles or outside fires such as a garbage fire or fence fire.

**8. Whom can I contact if I have questions or feedback on the fire reporting process?**

- For instructions on fire reporting please contact Gloria Mercer at 780-415-0548, email [gloria.mercer@gov.ab.ca](mailto:gloria.mercer@gov.ab.ca)
- For systems management issues, and procedures regarding fire reporting please contact Te-Jay Smart at 780-644-4692 or email at: [te-jay.smart@gov.ab.ca](mailto:te-jay.smart@gov.ab.ca)

**9. What do I do if my Internet connection is disconnected, disabled, or disrupted while I am entering in fire incident details on FERS?**

If your Internet connection goes down, is temporarily disconnected, or if your signal is disrupted, it may produce errors in your *milenet* or FERS connection. If you are in the process of entering fire incident data when one of these errors occur your current file may become corrupted. Please close and restart *milenet*.

- Once you have signed into FERS again, try to locate the report you were entering at the time of the error. If you can't locate the report with the Event Status set to "In-progress", try changing the Event Status to "Opened" to locate the report. If you locate this report, go back in and finish the report.
- If you cannot locate this report, DO NOT enter the same report over again. A report may exist, but is un-viewable to you. Please call and notify the FERS application administrator and follow her directions.

## COMMON CODING ERRORS

- Mobile homes, motor homes etc. are to be coded as **STRUCTURES** rather than vehicles, due to the fact that they are in the Residential section of the manual rather than the Vehicle section.
- Do **not** code Manual Fire Protection in vehicles as Not Applicable "8". Fire extinguishers CAN be located in vehicles, therefore the **ONLY** codes that will be accepted for Manual Fire Protection for vehicles is codes 4, 7 or 0.
- A common error involves miscoding the Fuel or Energy Associated with the Source of Ignition (page 52 of the manual) as the Material First Ignited (i.e. if somebody uses a match to start gasoline on fire, the Source of Ignition is a Match, the Fuel or Energy should be Match or Lighter Not Used in Conjunction With Smoking, but is quite frequently coded as Gasoline, which is actually the Material First Ignited).
- Try to be as specific as possible (if you know it was a cigarette then code it as a cigarette – 711, rather than the broader "smoker's material" code - 710).
- If the source is a match or lighter **NOT** used in conjunction with smokers' material, then the Fuel or Energy is a 51 rather than a 50 and the Form of Heat is a 4 rather than an 8.
- You must enter EITHER the Company name or the name of the owner, not both. If the owner information is unknown, type the word 'Unknown' under the company name. If the owner is a company, put the name in under Company rather than under First and Last Name.
- A loss estimate for the building, contents, or both, is required. These fields require **estimates** from your fire department.
  - If the insurance adjuster provides the actual figures at a later date, these figures will replace your estimates. However, your estimates are still required in the event that an insurance report is not received for the fire incident.
  - If all the damage occurs to an Occupant's contents only, you must enter a \$1 uninsured loss for the Building to get the fire report into FERS.
- **DO NOT** include the totals from any accompanying Occupant Reports on the original Fire Report; otherwise the totals will be duplicated.
- Reports are required on **all** vehicle fires, whether they occur as a result of a vehicle accident or for some other reason.
- If you have exposure fires, record each exposure **as a separate event**. Ensure the Source of Ignition and Fuel or Energy codes identify that it is an exposure fire and detail the exposure information in the comments box. The Act or Omission is coded the same on all reports, as is the Person(s) Starting Fire variable. The Area of Origin on the exposure reports refers to the actual exposure and not the originating fire.
  - For instance, you have a grass fire that starts the outside wall of the house on fire. The Area of Origin for the house becomes the exterior wall (760), rather than outside area (910) that it was for the originating grass fire. The Source of Ignition for the house is Exposure, Grass, Shrub, Brush, Scrub (870).
- Smoke Detector/Alarm Reports are required for ALL BUILDINGS where the Fire Detection Devices field is coded as 02, 03, 04, 06 or 09. If the Manufacturer and/or Model Number of the smoke detector are unknown, enter "Unknown" in the applicable field(s).
- For those structures that do not have smoke alarms, or where the alarm particulars are unknown, please indicate Not Applicable or Unknown for Make and Model of Detector. Please note we have recently added this new coding to FERS under Type of Smoke Detector and Power Source (5 Unknown & 6 Not Applicable) indicative of these situations. Not Applicable also applies to those structures you submit an alarm report for that do not have smoke alarms. Smoke Detector/Alarm Reports are NOT required for vehicle or outdoor fires such as garbage bins or fence fires. They are also not required if there is no smoke detector in the building.
- ONLY vehicle and outdoor property fires are allowed the "Not Applicable" codes of 8, 08 or 0008 for Ground Floor Area, Extent of Fire/Extent of Damage, General Construction, Sprinkler Protection, Automatic Fire Detection System and Fire Detection Devices fields. 8 is also allowed for the Manual Fire Protection field in outdoor fires, but not in vehicle fires (see note 2 above).
- Each report requires a Safety Codes Officer's **NAME** as well as the corresponding Designation Number.

- Buildings where the insurance information is unknown can be written off for \$1000 and under, and vehicles for \$3500 and under.
- Cars are to be coded as 8611 and light trucks, vans, single body units are to be coded as 8612 rather than the all-inclusive 8610.
- If the occupant is a member of the family that lives in the residence with the owner, a separate Occupant Report is NOT required. Occupant Reports are also not required for outside fires such as garbage or fence fires.
- Fire Reports **are required** on all explosions EXCEPT those that occur from a build-up of pressure rather than ignition of a flammable liquid or vapour. If a flash fire occurs, enter \$1 under Building Loss Estimate and Uninsured Building Loss Estimate.
- If a casualty is entered on the Fire Report, please make sure that any and all corresponding Casualty Reports are submitted with the Fire Report.

## FERS Data Entry Guidelines

Here are some general rules and tips to assist reporting of fire incidents when using FERS on-line.

### General Rules

1. Do not enter fire reports into FERS after 9:30 pm on any given weekday. FERS is shutdown for back up at 10:00 pm and you will be closed out of the application.
2. **Save** your fire reports on a regular basis to ensure that you do not lose any unsaved information.
3. There is a 20-minute 'no-use' time limit. If there is no **server activity** within FERS for 20 minutes the application will time out and will log you out. This means that the reports **must** either be saved as a draft or submitted to the FCO within the 20-minute time frame. It does **NOT** mean filling in the report on FERS. It is advisable to **save and save frequently**, particularly since the Internet is an unstable environment. Any unsaved information will be lost upon log out.
4. Ensure any pop-up blocker you may have on your computer is set to allow pop-ups for the *milenet* website or turned off completely or you won't be able to see things like the calendar or any error messages you may get.
5. **Validation**

Once you have completed the report and selected the "Send to FCO" button it will submit the report and run a validation routine to check for errors. The validation routine ensures the accuracy of all reports submitted to the FCO for statistical purposes. The validation routine may produce three types of errors:

- a) Coding errors that you will need to resolve before the report can be sent to FCO
- b) Inconsistencies in the report, such as missing information or reports, that must be resolved before the report can be sent to the FCO
- c) False errors due to glitches in the validation program.
  - If you run into these false errors, please contact the FERS application administrator, as below, with the fire number of the fire report.

Once all the reports for a fire event have been submitted/sent to the FCO successfully, **please finalize the fire event**. If you require a hard copy of your reports, please print these before you finalize the report.

### 6. **Locating your entered reports**

Under the "My Events" tab you may search, view, edit, and print your fire department's reports. The event status button in this screen allows you to search for 2 types of un-finalized reports: Open or In-progress. It now also allows you to search for finalized reports under the search heading "View Finalized". Select the option that you require and enter in the search criteria to locate your requested report.

- a) "Open" reports are reports that contain only the Fire Event Detail Information.
- b) "In-progress" reports are reports that contain more than the Fire Event Detail Information. These reports may have been submitted but have not yet been finalized or they may still be in draft status.
- c) "View Finalized" reports shows the reports that have been submitted and finalized. This search criteria enables the user to view and print finalized reports.

You will be unable to edit a finalized report. To edit or delete a finalized report, please contact the FERS application administrator, as below. Please note that the value and loss estimate fields that you provided may be replaced with the actual insurance adjuster figures.

### 7. **Fire Event Details screen**

- Ensure you've entered the date as the actual **fire date** on the pop up calendar. This field defaults to a blank field. When you click on the calendar it defaults to the date the report is being entered.
- If you can't find the calendar after you've clicked on it, check the status bar at the bottom of the screen.
- Under the 'Location of Fire' field, enter the complete address **and municipality** of the fire.
- If you need to change the information in this section of the fire report, click on the edit button (it looks like a sheet of paper) and make the necessary changes.
- If you have entered details in this section and need to delete the record, please contact the application administrator at the FCO.

### 8. **Internet Connections**

*milenet* and the FERS application are a part of the world-wide-web, and therefore, are subject to the vulnerabilities of this service. If your Internet connection goes down, is temporarily disconnected, or if your signal is disrupted it may produce errors in your *milenet* or FERS connection. If you are in the process of



entering fire incident data when one of these errors occurs, your current file may become corrupted. Please close and restart *milenet*.

- Once you are signed into FERS again, try to locate the report (using the search field) you were entering at the time of the error. If you locate this report, go back in and finish the report.
9. If you cannot locate this report, **DO NOT** re-enter the same report over again. A report may exist, but be unviewable to you. Please call and notify the FERS application administrator and follow her directions.
  10. If you have authorization to enter reports for more than one municipality (for instance the City of Camrose as well as Camrose County), be sure to select the organization that you are filling the reports out for.
  11. Under the "Brief Description of Fire" section, please identify the type of property as well as where and how the fire started. This will help us determine whether the validation report is correct.
  12. If your e-mail address changes, please update your user profile in *milenet*.  
From the main *milenet* menu, select 'My User Profile' under Administration and update your e-mail address there. Once you've clicked on the 'next' button, your profile will be updated. **Updates and changes that may affect the functionality/availability of the milenet system are sent to your e-mail address. This information is important as it will ensure that you do not lose any data entered into FERS.**

### User Tips

13. On the Fire Event Details screen, when you click on the "Municipality of Fire" field, use the command CTRL+F in the drop-down menu and type in the first letters of the Municipality to quickly find the municipality you're looking for (i.e. For City of, type in the letter C). The same principle applies for the "Adjusters Code" field. If you type in a partial name (i.e. Allstate) it will take you to the first one in the list. You can hit enter or scroll down until you get to the one you're looking for.
14. On the "Select Organization" field, the municipalities are listed as "City of...", "Town of...", "Village of...", etc. To speed up scrolling through the list, hit the first letter of the first word (i.e. T for Town of, V for Village of, etc.) and then hit page down until the municipality you're looking for is listed. You can then click on the appropriate municipality.
15. To provide electronic comments, feedback or questions about the *milenet* or FERS sites, click on the "About Us" link on the *milenet* main page under the FCO application area and then on the e-mail hyperlink to send an e-mail to the FCO. Your feedback will be continually reviewed and changes will be made as necessary to ensure that FERS operates efficiently according to your fire department needs.
16. You may want to have the manual handy to make it easier for you to find which category you're looking for on the multi-level drop-down menus. There are also a few fields that don't have drop-down menus so you may want to refer to the manual for the correct format for these fields.
17. Support
  - For FERS or *milenet* instruction please contact the FERS Application Administrators: Gloria Mercer at 780-415-0548, email [gloria.mercer@gov.ab.ca](mailto:gloria.mercer@gov.ab.ca) or Te-Jay Smart at 780-644-4692 or email at: [te-jay.smart@gov.ab.ca](mailto:te-jay.smart@gov.ab.ca)
  - For user ID or password support, please contact your municipal Stakeholder Administrator.
  - For management issues, and procedures regarding fire reporting please contact Te-Jay Smart at 780-644-4692 or email at: [te-jay.smart@gov.ab.ca](mailto:te-jay.smart@gov.ab.ca)



